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ABSTRACT

West Virginia Wesleyan College is a private college affiliated with the United Methodist Church. The 1974-75 faculty handbook details (1) the administration including the college officers, the division and department chairpersons, the college governance, and administrative charts; (2) the faculty, its constitution and various committees; (3) the faculty as teachers including academic requirements regarding attendance, examinations, credit, grading, counseling and advising, and evaluation; (4) faculty members as employees including academic freedom, tenure, contracts, salaries, rank and promotion, and fringe benefits; and (5) Campus services. (JMF)

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FACULTY HANDBOOK

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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West Virginia Wesleyan College

1974-1975

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In the President's Report to the Board of Trustees, May 10, 1973, John D. Rockefeller IV offered the following goals to guide the College: these goals were unanimously approved by the Board.

THE BASIC GOALS

1. REFINE BASIC EDUCATIONAL MISSION, TUNED TO THE TIMES, AND THE ABILITY TO DELIVER.

2. INCREASE ENROLLMENT AND MAINTAIN AT A HIGHER LEVEL.

3. ESTABLISH FINANCIAL STABILITY.

4. INCREASE GIFTS AND GRANTS.

5. STRENGTHEN THE CHURCH RELATIONSHIP.

6. ESTABLISH A STREAMLINED POLICY FRAMEWORK FOR REFINED MANAGEMENT SYSTEMS.

7. EXPAND STUDENT CENTERED EMPHASIS OF COLLEGE LIFE AND SERVICES.

8. COMPLETE PHYSICAL FACILITY NEEDS.

9. FULLY EXPLOIT THE CONSORTIUM CONCEPT.

I. ADMINISTRATION

The corporation By-Laws provide for the appointment of five college officers by the Board of Trustees. They are President of the College, Vice President for Academic Affairs and Dean of the Faculty, Vice President for Development and Public Affairs, Vice President for Financial Affairs and Treasurer, and Vice President for Student Affairs.

The Vice Presidents are responsible to the President of the College, and shall work under his direction and supervision.

Duties of the Officers of the College

President of the College. The President of the College shall be the chief executive officer of the College, and as such he shall have supervision of all educational work of the College, its buildings and grounds, and all employees. He shall have the supervision of the collection of all money due the corporation and, subject to such restrictions as may from time to time be imposed by the Board of Trustees, the disbursement of all money belonging to the corporation available for the payment of current expenses of the College. It shall be the duty of the President of the College to present its work and needs to the public. He shall make a report to the Board of Trustees at its regular meetings, setting forth the affairs of the College and embodying in his report his recommendations. He serves as a member of the Board of Trustees and its Executive Committee.

Vice President for Academic Affairs and Dean of the Faculty. The Vice President for Academic Affairs shall supervise the entire educational program of the institution. In cooperation with the President and Faculty, he shall exercise leadership in formulating the educational policy and program of the College. He shall assist the President in selecting faculty personnel. He is to give general direction and supervision to the Division Chairpersons, the Registrar, the Director of Short Term and Summer School, the Director of International Studies, the Director of the Latin American Center, the Director of Audio-Visual Media Services, the Teacher Certification Officer, the Librarian, the Faculty Council, and the Faculty. The Dean will also assist in editing the West Virginia Wesleyan College Catalog, Faculty Handbook, and other publications involving academic affairs. He serves as adviser to the Trustee Council on Academic Affairs through the Trustee Chairman of the Council.

Vice President for Development and Public Affairs (currently served by the Vice President for Financial Affairs). The Vice President for Development shall be responsible for the administration of alumni affairs, the alumni fund, student recruitment and admissions, college publicity

and public relations, special attention to endowment funds and field services. He shall administer and be responsible for fund raising, federal and state relations, publicity publications, the promotional and public relations affairs of the College under the general supervision of the President. He serves as adviser to the Trustees Executive Committee when it functions as a Committee on Development and Public Affairs. Serves as adviser to the Trustee Council on Development and Public Affairs through the Trustee Chairman of the Council.

Vice President for Financial Affairs. The Vice President for Financial Affairs shall be responsible for the supervision of the assistant treasurer, the director of the physical plant, the director of development, the bookstore; the formulation and administration of general financial policies, supervision of investments, purchase and supervision of real estate, relationship with governmental agencies with respect to federal and state funding. The treasurer shall be responsible for the internal financial operation of the College including budget preparation and control, banking, short-term investment of working capital, general insurance, purchasing, car rentals, general accounting procedures, payroll, supervision of college properties, postoffice, service center and non-academic personnel. Serves as adviser to the Trustee Council for Financial Affairs through the Trustee Chairman of the Council.

Vice President for Student Affairs (currently serving as Executive Assistant to the President). The Vice President for Student Affairs shall be responsible for the guidance and supervision of all student services. The services coordinated by this office include the advising and personal counseling of students, the social and religious activities, cultural programs, health services, intercollegiate athletics, senior and alumni placement, residence hall programs and staff, the dining room committee, student aid and the orientation of new students. Campus government, campus organizations and co-curricular activities are directed by members of the student personnel staff. The conduct and decorum of students as they relate to institutional ideals, academic and social standards are guided by the student affairs personnel. The total program is dedicated to the development of the whole student, permitting the student to do his best academically, physically, socially, spiritually, and personally while enrolled at West Virginia Wesleyan College. Administrators reporting directly to this office are the Dean of Students, Associate Dean of Students, Director of Athletics, Dean of the Chapel and Director of the Campus Center. Other staff in the student affairs area report accordingly to their assigned supervisor. Serves as adviser to the Trustee Council for Student Affairs through the Trustee Chairman of the Council.

The Division Chairperson

Division Chairperson will be appointed by the President of the College in consultation with the Vice President for Academic Affairs and the

Professional Affairs Committee of the Faculty Council. The responsibilities of this office would appropriately include the following:

A. As a Personnel Supervisor --

renders assistance to department chairmen in personnel search and selection.

assumes primary responsibility for the professional and social orientation of new faculty members in the division, to the institution, and to the local community.

encourages the development of a faculty with creative variety of academic interest, preparation and personality within the division.

mediates situations of conflict among or between colleagues and students.

participates in periodic evaluation of department chairperson.

serves at the Dean of the Faculty's request as his representative to faculty evaluation committees.

supervises and selects clerical personnel allocated to the division.

arranges for and coordinates the use of faculty assistants for departments.

established and maintains a cooperative spirit and a good esprit de corps.

serves as a resource person to faculty in professional self-development.

B. As a Liaison Agent --

conducts meetings with department chairperson.

brings intro-divisional needs, problems and achievements to the attention of the administration.

interprets to department chairperson the policies of the faculty and administration.

reviews, coordinates departmental budgets.

advises librarian regarding book budget allocations.

coordinates proposed class schedules within division to minimize conflicts.

coordinates catalog materials.

C. As a Program Supervisor --

familiarizes himself with the objectives and programs of the institution and endeavors to develop corresponding objectives and programs in the division.

encourages cooperative work and planning among the departments in curricular change.

reviews departmental programs with their chairperson, considering appropriate revisions.

assumes or delegates responsibility for divisional general education courses.

initiates consideration of divisional (interdepartmental) courses, majors or programs and supervises their implementation.

encourages constant evaluation and experimentation of teaching, testing techniques and advising.

sponsors visits by outstanding persons as speakers and consultants.

coordinates off-campus experiences.

seeks to develop programs in the division which respond to the changing needs of students.

supervises budget for professional development (attendance at professional meetings).

participates in planning for adequate facilities for departments.

supervises use of facilities and divisional resources.

coordinates ordering of supplies and materials where this may be more effectively done at the divisional level.

D. As a Counselor of Students --

coordinates advisers for divisional majors and other non-departmental majors within the division.

informs students of opportunities and requirements for careers which are not directly related to departments -- pre-law, pre-med, etc.

E. As an Assistant to the Vice President for Academic Affairs --

assumes special program administration assignments made by the Vice President; for example, short term, LES, international studies, media services, night or summer school, independent study programs, etc.

The Department Chairperson

Department Chairperson will be appointed by the Vice President for Academic Affairs in consultation with members of the departments, divisional chairpersons and the Professional Affairs Committee of the faculty. Appointment will be made for renewable three-year terms.

Chairpersons of departments are directly responsible to the appropriate divisional chairperson. The responsibilities of the department chairperson are outlined below. It is understood that these responsibilities are to be performed or delegated by the person serving in that capacity.

A. As a Personnel Supervisor --

initiates personnel searches authorized by the Dean of the Faculty.

participates in screening, interviewing and selection of personnel.

offers assistance to new members of the department in their orientation to the work of the department.

stimulates professional advancement on the part of members of the department.

participates in evaluation of faculty in the department.

B. As a Group Chairperson --

arranges for, and presides at departmental meetings on a frequency schedule approved by the group.

settles matters of intradepartmental policy in accordance with policies approved by the group.

maintains departmental records.

sponsors social occasions among colleagues and major students.

mediates situations of conflict involving colleagues and students relationship.

C. As a Program Supervisor --

maintains a file of department syllabi for use of members of the department and other faculty (with copy in Dean's office).

prepares schedules and teaching assignments in consultation with members of the department.

authorizes the expenditure of all departmental funds.

conducts review of curricular offerings with faculty of the department in light of current developments in the field and in keeping with the needs of students and objectives of the college.

assumes responsibility for comprehensive examinations or other comprehensive experience required of majors.

coordinates special activities within the department encouraging off-campus activities (such as field trips, use of audio-visual media, etc.) to avoid conflicts.

D. As a Counselor of Students --

coordinates (or consults with the Director of Counseling) on the assignment of advisers to majors.

keeps majors informed about major and minor requirements, standards, opportunities and vocational outlets, as well as new developments in the field.

invites student participation, when appropriate, in department meetings and planning.

gives guidance to student activities and organizations related to the department.

E. As a Liaison Agent --

brings departmental needs, problems and achievements to the attention of the administration through the division chairperson.

recommends changes that will improve the service of the department.

interprets to department members the policies of the faculty and administration.

conducts departmental correspondence.

prepares departmental budget request in consultation with members of

the department and submits this material to the division chairperson.

keeps publicity department informed of coming events.

supervises library and textbook ordering.

Governance

Board of Trustees. The incorporating charter granted by the State of West Virginia to the corporation known as "West Virginia Wesleyan College" a "corporation not for profit" with the object and purpose "to perpetuate, enlarge, maintain, operate and administer for educational purposes."

The governing power of this corporation shall be vested in the Board of Trustees.

The Board of Trustees shall consist of the President of the College, the Bishop of the West Virginia Area of The United Methodist Church and the Bishop of the Pittsburgh Area of The United Methodist Church, all of whom shall be ex-officio members of the Board, with vote, and not fewer than twenty nor more than forty members elected in the manner provided by the Certificate of Incorporation.

Election of Trustees. Article VII of the College's Charter provides that the Trustees, other than ex-officio trustees, shall be elected exclusively by the West Virginia Annual Conference of The United Methodist Church at its regular annual sessions and in such manner as it may choose.*

Three regular meetings of the Board of Trustees shall be held during the school year. The first meeting, designated "Fall Meeting," shall be held in October or November, and the second, designated "Annual Meeting," shall be held in March or April, the time and place of each shall be designated by the chairman of the Board in proper calls for such meetings. The third meeting, designated "The Commencement Meeting," shall convene on the college campus during the spring commencement activities, or at a time to be determined by the Chairman of the Board of Trustees in consultation with the President of the College, and upon due notice. The call for each regular meeting shall be mailed to each Trustee at least 15 days prior to the meeting and shall state the time and place thereof.

The Board of Trustees, at the Annual Meeting, shall elect from its members a Chairman, whose official title shall be "Chairman of the Board of Trustees," who shall be the chief executive of the corporation and shall assume all duties normally associated with that office.

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*See West Virginia Annual Conference Journal for 1942, pp. 67-68.

The Board of Trustees, at the Annual Meeting, shall also elect from its members three (3) Vice Chairmen: a "Vice Chairman of Academic Affairs," a "Vice Chairman of Financial Affairs," and a "Vice Chairman of Student Affairs."

The Board shall also elect from its membership a Secretary, whose official title shall be "Secretary of the Board of Trustees."

All such Officers shall hold office from installation at the close of the Commencement Meeting until the close of the Commencement Meeting a year later, or until their successors are elected and installed.

Administration. See preceding pages 5 thru 10.

Faculty. See next Section II - Faculty.

Community Council. The Community Council of West Virginia Wesleyan College is a unique and inclusive form of community government. The Council, which meets weekly, is responsible for all student affairs, the approval of new organizations, and the coordination of campus elections. One of its most important functions is to provide an opportunity for dialogue between students, faculty, and administrators on issues of general campus interest and concern.

Membership consists of four elected officers, two representatives from the senior, junior, and sophomore classes, three representatives from the freshman class, three representatives at-large, the Presidents of the Associated Women Students, Men's House Governing Board, Panhellenic, Inter-Fraternity Council, Religious Life Council, and Campus Center Program Board, the Vice-Presidents of Academic, Financial, and Student Affairs, the Dean of Students, two representatives elected annually from the Faculty Assembly, and one representative named from the Faculty Council from its membership.

Faculty members wishing further details should contact the President of Community Council for a copy of the Constitution and By-Laws.

Honor Code. The academic community of West Virginia Wesleyan College operates entirely within the scope of an honor system. Initially instituted in the academic area, the system is maintained today as an instrument to establish the concepts of honor and integrity in all phases of community life.

The honor system is set forth in an Honor Code, which is to be enforced by all members of the college community. Ultimate responsibility for enforcement lies with the campus judicial system.

Those wishing to have further details on the structure and procedures of the honor system should contact the chairperson of the Community Judiciary.

Judicial System. The campus judicial system was created in 1974 to deal with both academic and social violations. In recognition of Wesleyan's commitment to community responsibility, the system is structured to include students and faculty, as well as administrators, in judicial decision-making.

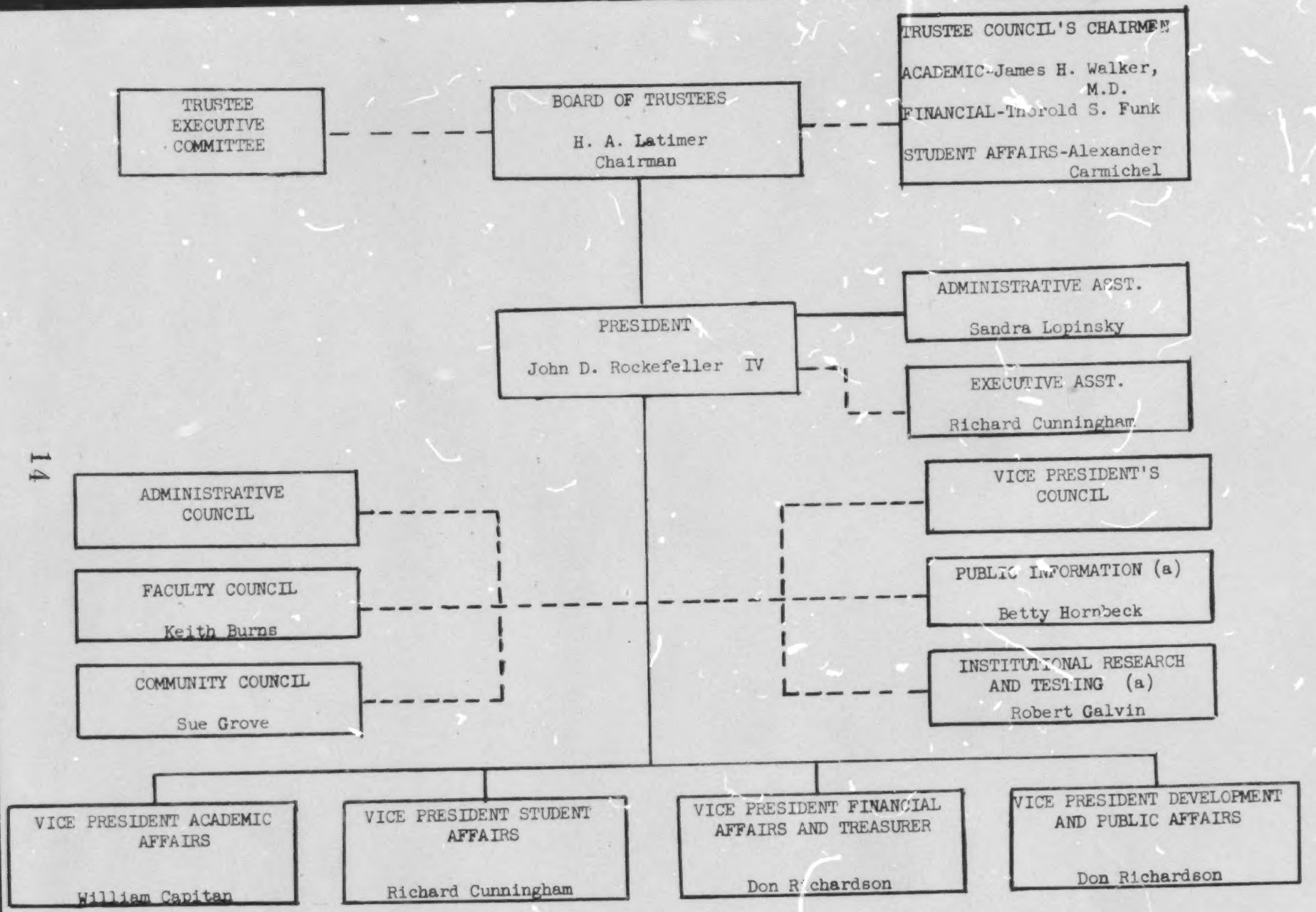
The system operates through four levels of original and apellate jurisdiction. At the first level are the traffic court, regulation boards of AWS, Men's House Governing Board, Panhellenic and IFC, and individual faculty members. The Dean of Students, the Student Personnel Board, and the Community Judiciary all operate at the second level. The Executive Committee of Community Council, at the third level, hears appeals cases. Final appeals go to the President of the College.

Details of the judicial system may be found in the appendix to this handbook. Further information is available from the President of Community Council or the Dean of Students.

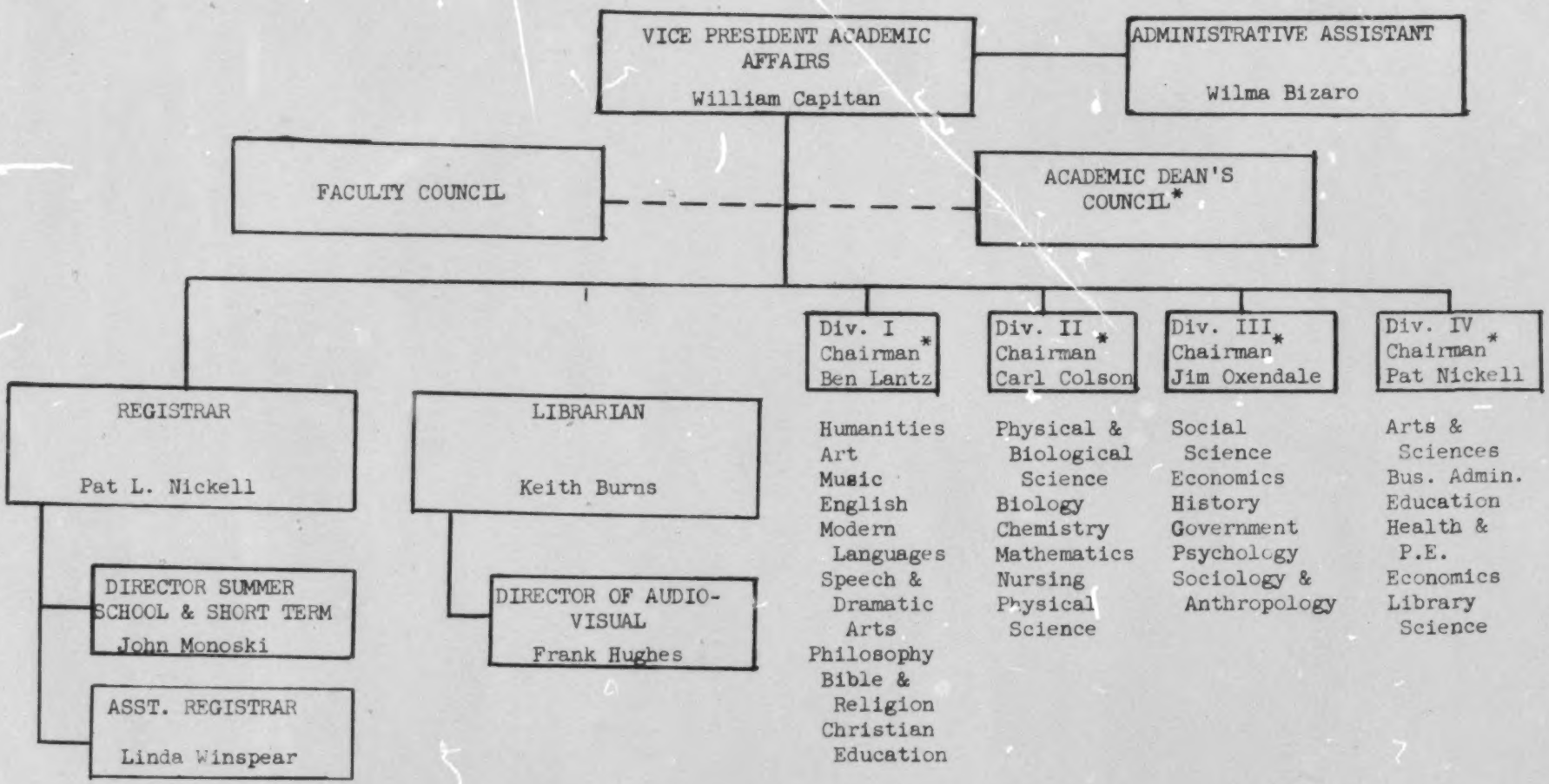
American Association of University Professors. WVWC has a chapter of the American Association of University Professors. Membership in the local chapter is open to all faculty members, research scholars, professional librarians and counselors with faculty status who are members of the national organization. The chapter holds monthly meetings throughout the academic year.

Charts of Administration

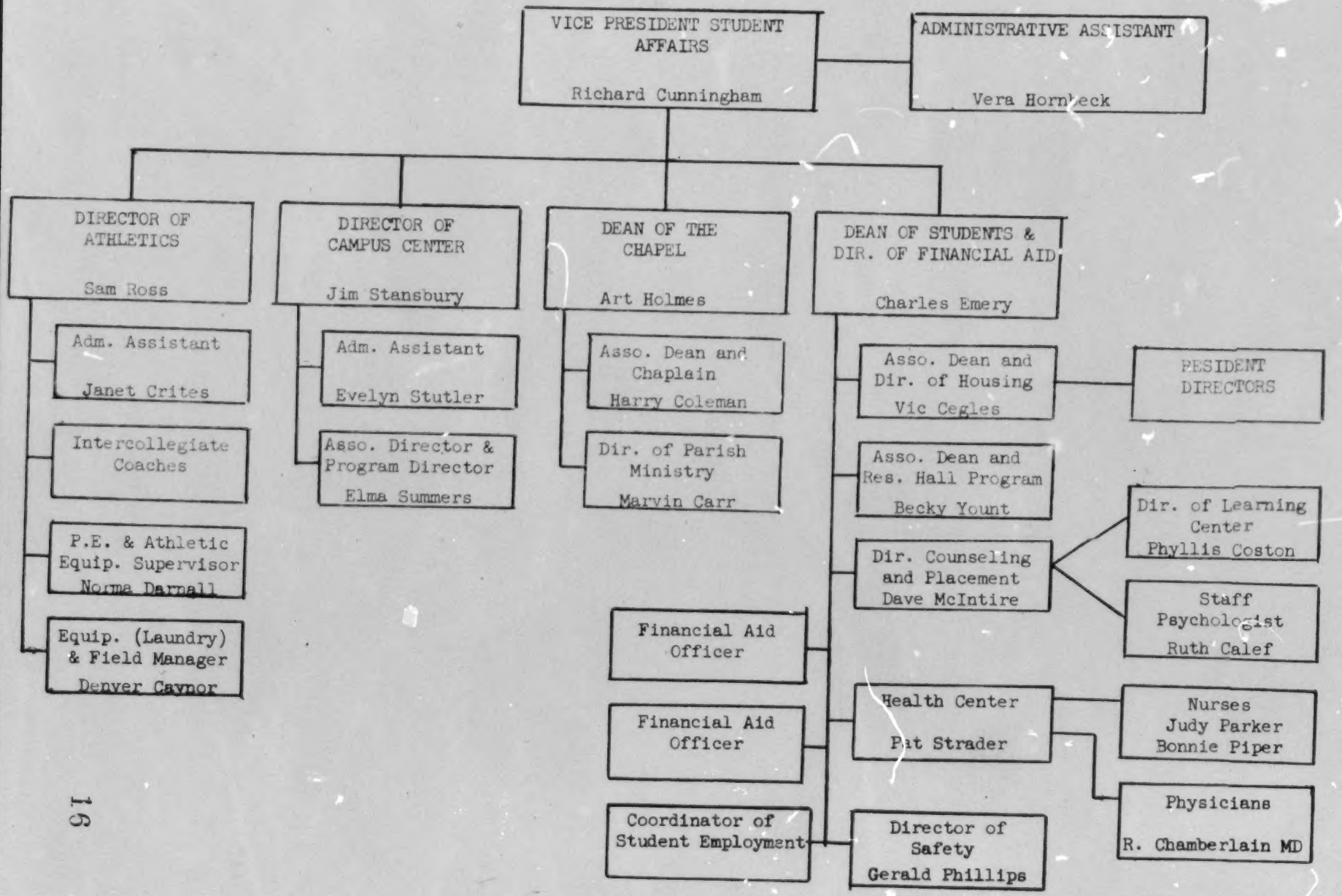
The Administrative Organizational charts provide a general picture of administrative lines of responsibility.

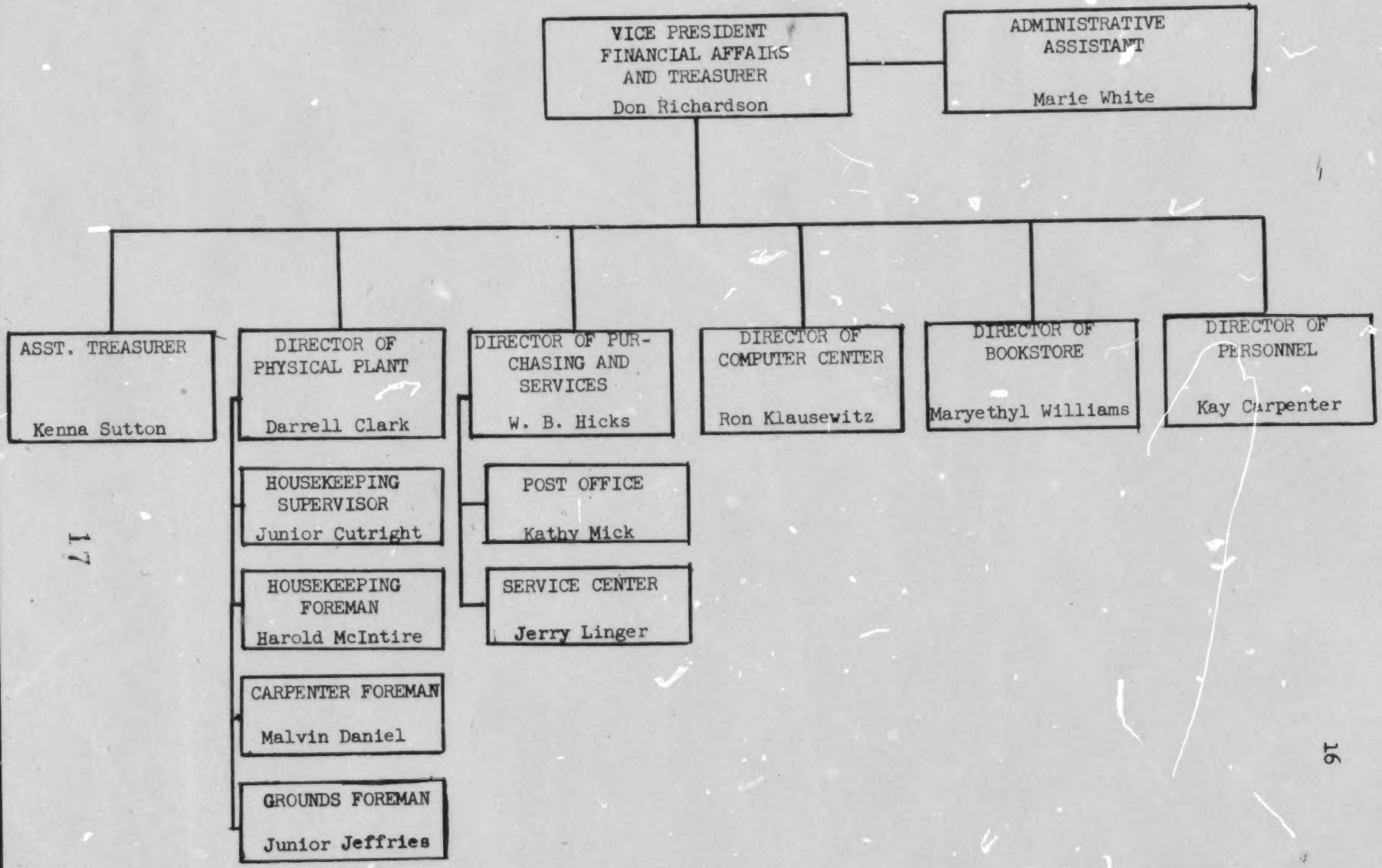


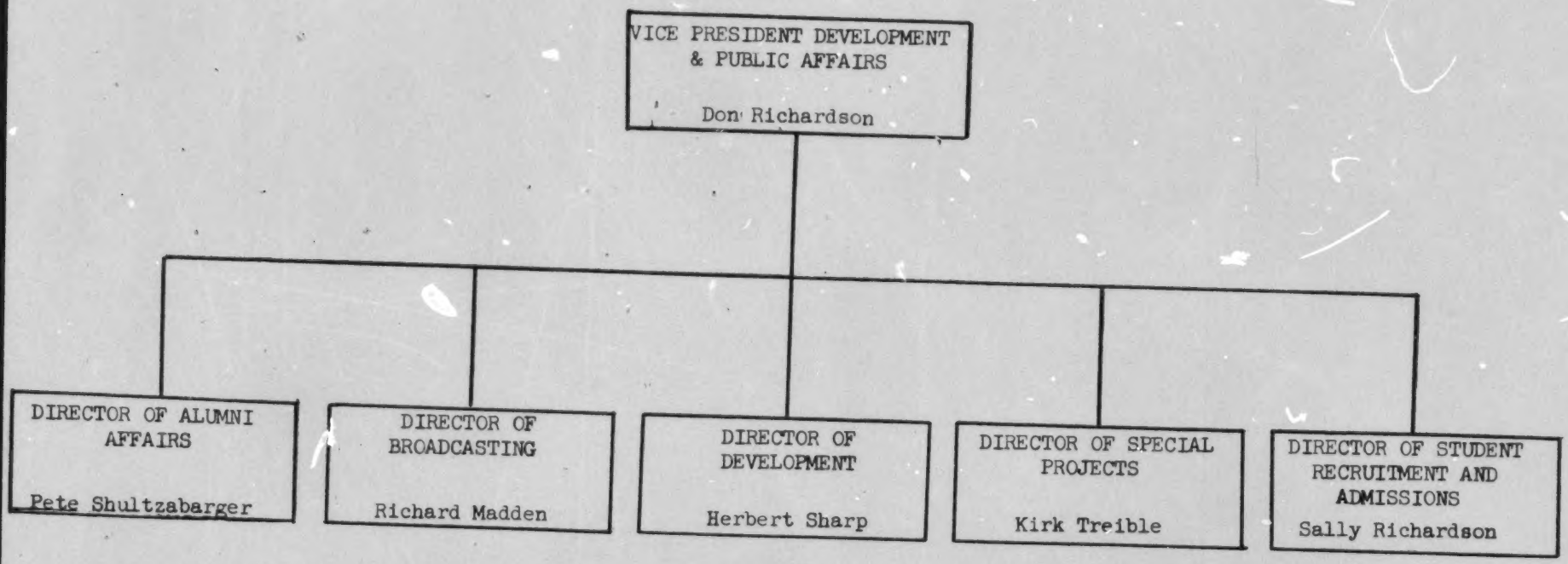
(a) Reports to Don Richardson for direct supervision



*Dean's Council Membership


VICE PRESIDENT STUDENT AFFAIRS
Richard Cunningham
ADMINISTRATIVE ASSISTANT
Vera Hornbeck
DIRECTOR OF ATHLETICS
Sam Ross
Adm. Assistant
Janet Crites
Intercollegiate Coaches
P.E. & Athletic Equip. Supervisor
Norma Darnall
Equip. (Laundry) & Field Manager
Denver Caynor
DIRECTOR OF CAMPUS CENTER
Jim Stansbury
Adm. Assistant
Evelyn Stutler
Asso. Director & Program Director
Elma Summers
DEAN OF THE CHAPEL
Art Holmes
Asso. Dean and Chaplain
Harry Coleman
Dir. of Parish Ministry
Marvin Carr
DEAN OF STUDENTS & DIR. OF FINANCIAL AID
Charles Emery
Asso. Dean and Dir. of Housing
Vic Cegles
RESIDENT DIRECTORS
Asso. Dean and Res. Hall Program
Becky Yount
Dir. Counseling and Placement
Dave McIntire
Dir. of Learning Center
Phyllis Coston
Staff Psychologist
Ruth Calef
Financial Aid Officer
Financial Aid Officer
Coordinator of Student Employment
Health Center
Pat Strader
Nurses
Judy Parker
Bonnie Piper
Physicians
R. Chamberlain MD
Director of Safety
Gerald Phillips


VICE PRESIDENT
FINANCIAL AFFAIRS
AND TREASURER
Don Richardson
ADMINISTRATIVE
ASSISTANT
Marie White
ASST. TREASURER
Kenna Sutton
DIRECTOR OF
PHYSICAL PLANT
Darrell Clark
DIRECTOR OF PUR-
CHASING AND
SERVICES
W. B. Hicks
DIRECTOR OF
COMPUTER CENTER
Ron Klausewitz
DIRECTOR OF
BOOKSTORE
Maryethyl Williams
DIRECTOR OF
PERSONNEL
Kay Carpenter
HOUSEKEEPING
SUPERVISOR
Junior Cutright
HOUSEKEEPING
FOREMAN
Harold McIntire
CARPENTER FOREMAN
Malvin Daniel
GROUNDS FOREMAN
Junior Jeffries
POST OFFICE
Kathy Mick
SERVICE CENTER
Jerry Linger


VICE PRESIDENT DEVELOPMENT & PUBLIC AFFAIRS
Don Richardson
DIRECTOR OF ALUMNI AFFAIRS
Pete Shultzabarger
DIRECTOR OF BROADCASTING
Richard Madden
DIRECTOR OF DEVELOPMENT
Herbert Sharp
DIRECTOR OF SPECIAL PROJECTS
Kirk Treible
DIRECTOR OF STUDENT RECRUITMENT AND ADMISSIONS
Sally Richardson

II. FACULTY

CONSTITUTION FOR FACULTY ASSEMBLY

PREAMBLE

The purpose of this organization is to assist the college in realizing its basic objectives and in carrying out its responsibilities with maximum effectiveness.

ARTICLE I. NAME

The name of this organization is the West Virginia Wesleyan College Faculty Assembly, hereinafter referred to as the Faculty Assembly.

ARTICLE II. ORGANIZATION

Section 1. The Faculty Assembly shall be composed of all of the members of the faculty of the institution. The voting faculty consists of the President of the College and all persons under faculty contract possessing the rank of instructor, assistant professor, associate professor, or professor, with current classroom instructional responsibility, or its equivalent as determined by the Faculty Council. All others under faculty contract shall be associate members without voting privileges. The President of the Community Council, or his appointed representative, shall be an Associate member of the Faculty Assembly.

Section 2. There shall be an executive committee of the Faculty Assembly known as the Faculty Council, composed of thirteen members, tenured or non-tenured, eleven of whom shall have served on the faculty at least two years. Membership in the Faculty Council shall be limited to faculty members with full faculty status who teach six semester hours or more a semester, or its equivalent as determined by the Faculty Council, and shall include two representatives elected by each Division, and four representatives at large elected by the Faculty Assembly. The Vice President for Academic Affairs shall be a non-voting ex officio member of the Faculty Council.

Section 3. Initially the Faculty Assembly shall elect a Chairman and Vice-Chairman for the Faculty Council from the membership of the Council. Thereafter, the Vice-Chairman shall succeed as Chairman of the Faculty Council in his second year on the Council. The Faculty Assembly shall elect annually a Vice-Chairman. The Faculty Council shall elect its own Secretary annually.

Section 4. The Chairman of the Faculty Council shall preside at all meetings of the Faculty Assembly. In his absence the Vice-Chairman of the Faculty Council shall preside. The Chairman of the Faculty Council shall preside at all meetings of the Faculty Council. In his absence, the Vice-Chairman or Secretary shall preside, in that order. The secretary of the Faculty Council shall serve as Secretary of the Faculty Assembly.

Section 5.

A. The Faculty Assembly shall meet monthly, or more often if necessary, throughout the school year. The dates and times of the regular meetings shall be set by the Chairman of the Faculty Council in consultation with the President of the College and Vice President for Academic Affairs.

B. Special meetings of the Faculty Assembly shall be called as necessary. The Chairman of the Faculty Council, in consultation with the Vice President for Academic Affairs, shall call a special meeting of the Faculty Assembly upon receipt of a request signed by twelve or more members of the faculty.

C. The Faculty Council shall meet at least twice a month or more often if necessary. Time and place of the meetings and the agenda shall be set by the Chairman of the Faculty Council in consultation with the Vice President for Academic Affairs.

D. The agenda for all meetings of the Faculty Assembly, which shall include a report by the President of the College if he so requests, shall be prepared by the Secretary of the Faculty Assembly in consultation with the Chairman of the Faculty Council and the Vice President for Academic Affairs and distributed in writing to all members of the Faculty Assembly not later than seventy-two hours prior to the time of the meeting. Any member of the Faculty Assembly may suggest items for the agenda of meetings of the Faculty Council and the Faculty Assembly.

Section 6. A quorum of the Faculty Assembly shall consist of more than fifty per cent of the members of the Faculty Assembly. A quorum of the Faculty Council shall consist of nine of its members.

Section 7. All meetings of the Faculty Council and the Faculty Assembly shall be conducted according to the procedures set forth in Robert's "Rules of Order Newly Revised". The Chairman of the Faculty Assembly shall appoint a parliamentarian annually.

ARTICLE III. ELECTIONS

Section 1. The term of office for each member of the Faculty Council shall be two years. No representative elected for a full two year term shall succeed himself. At its first meeting, the Faculty Council shall determine, by lot, the terms of office for its members, whether for one or two years. Thereafter, one half of the membership shall be elected annually.

Section 2. Division members of the Faculty Council shall be nominated and elected within their respective Divisions by March 1. Representatives-at-large of the Faculty Council shall be nominated, and elected by written ballot, during the March meeting of the Faculty Assembly, each member voting for two representatives each year. Those receiving the greatest number of votes shall be elected. In the event of a tie, a run-off election shall be held. The Vice-Chairman of the Faculty Council shall be elected annually at the same meeting. Those elected shall take office April 15.

Section 3. Vacancies.

A. The absence of a representative on leave of more than one semester shall constitute a vacancy.

B. Any unexpired term of a representative elected by a particular Division shall be filled at the next regular or called faculty meeting of the Division following the occurrence of the vacancy.

C. Any unexpired term of a representative-at-large shall be filled by the candidate for at-large membership who at the previous annual election received the largest number of votes and was not elected to membership or to fill a vacancy. He shall fill the vacancy until the next annual election at which time the vacancy shall be filled in accordance with the provisions of Article III, Section 2.

D. Should the Chairman or Vice-Chairman of the Faculty Council fail to serve, the Faculty Assembly shall fill the vacancy by election.

ARTICLE IV. FUNCTIONS AND DUTIES

Section 1. The Faculty Assembly

A. The Faculty Assembly is the organization of the whole faculty. It may consider all matters of general college interest especially those related to the education process. Minutes of the Faculty Assembly shall be submitted to the President of the College or his representative by the chairman of the Faculty Council. Should the President disapprove of any action, proper consultation shall be held with the chairman of the Faculty Council and the appropriate committee(s) of the Faculty Council, as determined by the Council, for subsequent report to the Faculty Assembly by the chairman of the Faculty Council.

B. The Faculty Assembly may review actions of the Faculty Council and its committees. The Assembly may refer matters to the Council and may recommend additional committees as needed.

Section 2. The Faculty Council

A. The Faculty Council is the representative body of the Faculty Assembly. The duties of the Faculty Council shall be to represent the views of the faculty and to initiate and implement action on behalf of the Faculty Assembly in accordance with the provisions of this Section, Subsection B. Minutes of the Faculty Council shall be distributed to all members of the Faculty Assembly within one week after Council meetings. Actions of the Faculty Council may be reviewed by the Faculty Assembly and may be revoked at a meeting of the Faculty Assembly by a majority of members present and voting. On matters of sufficient importance the Council may present its recommendations to the Faculty Assembly for consideration and decision.

B. The Faculty Council may discuss and express its views upon any matter affecting the College. This provision shall be understood to include, but not to be limited to, the following: long-range goals, degree requirements, admissions, enrollment policies, curricula, calendar, student financial aid, athletics, the library, publications, finances, standards of instruction, class loads, questions of academic freedom, professional

ethics, tenure, promotions, faculty welfare, student behavior, student-faculty relations, faculty-administration relations, and selection of a president.

C. The Faculty Council shall designate all faculty members of the standing committees of the faculty. It may provide for voting student members of the committees in consultation with the President of the Community Council. The Faculty Council may utilize these committees in the implementation of its duties. The duties and responsibilities of previous committees shall be assumed by the Faculty Council and delegated to the permanent standing committees of the faculty which shall be as follows:

Professional Affairs
Curriculum
Academic Standing and Admissions
Campus Life
Athletics

The Council may create new standing Committees and dissolve existing standing committees. Faculty representation of all-college community committees and boards shall be appointed by the Faculty Council. All committees and sub-committees shall keep minutes. Committee chairmen shall submit reports immediately to the chairman of the Faculty Council.

D. The Faculty Council may establish such ad hoc committees and sub-committees as it chooses to aid in the performance of its duties and may invite persons not members of the Faculty Assembly to serve on these committees and subcommittees or to meet with the Council in an advisory capacity. The Council shall report such action to the Faculty Assembly.

ARTICLE V. AMENDMENT PROCEDURES

Amendments to this constitution may be initiated by the Faculty Council or by the presentation to the Chairman of the Faculty Council of a petition signed by twenty-five per cent or more members of the Faculty Assembly. Amendments must be presented to the entire membership of the Faculty Assembly, in writing, at least one month prior to the meeting at which they will be voted upon. A two-thirds vote of those members present shall be required to adopt an amendment.

ARTICLE VI. RATIFICATION

This constitution shall become effective when recommended by a two-thirds vote of the faculty of West Virginia Wesleyan College present and voting and approved by the President of the College and the Board of Trustees.

COMMITTEES OF FACULTY COUNCIL

Admissions and Academic Standing

I. Organization

A. The membership of the committee shall consist of six members of the faculty (one of whom shall be a member of the Faculty Council, and half of whom shall have completed four years of service at Wesleyan), the Registrar, the Dean of Students, (of his representative in his absence), the Director of Admissions (or his representative in his absence), and the Vice President for Academic Affairs. Faculty members of the committee shall be appointed by the Faculty Council for staggered three year terms.

B. The chairman of the committee shall be elected by the committee from among the appointed faculty members. The secretary shall be elected by the committee from its membership. Required stenographic services will be provided by the Office of the Vice President for Academic Affairs.

C. The chairman of the committee may invite any member of the faculty or administrative staff to sit as a consultant without vote for any single meeting. The committee may hold hearings with any interested party or any party who may be affected by the proceedings of the committee.

II. Responsibilities

A. The committee shall formulate all policy matters affecting admissions and academic standing (including questions of the size of the student body, faculty-student ratio, male-female student ratio, and other such questions referred to it by the Faculty Council). On policy questions relating to standards for admission or graduation, the committee must be consulted before any action is taken by any other party or group on campus. The committee shall seek the counsel of the Committee on Academic Affairs of Community Council on policy matters.

B. The committee shall determine candidates eligible for graduation to be submitted to the Faculty Assembly for vote.

C. The committee shall render decisions on applications for admission referred to it by the Director of Admissions. All transfer students who do not meet policy standards shall be referred to the committee for decision.

D. The committee shall act on all requests for permission:
   1) to establish credit by examination;
   2) to take a course by private instruction;
   3) to withdraw from a course after the established deadline for withdrawal;
   4) to be readmitted to the college after dismissal for any cause;
   5) to waive any admission or graduation requirement.

E. The committee shall determine at the end of each semester (as soon as final grades are available) the names of those students who are not to return the following semester. The Vice President for Academic Affairs shall inform each student of the committee's decision at the earliest possible time.

III. Procedures

A. Minutes of the committee meetings shall be distributed to all members of the committee and to the Faculty Council. The Faculty Council shall report all actions of the committee on policy matters to the Faculty Assembly, such information to be appended to the minutes of the Faculty Council meetings.

B. Committee action on policy matters shall be in the form of a recommendation to the Faculty Council whose action alone authorizes the policy, subject to the power of review by the President of the College and the Faculty Assembly.

C. On individual requests for departures from established policy, the committee shall be the primary authorizing body, subject to the right of appeal to the Faculty Council which may overrule any decision of the committee. The committee shall consult with the department or the instructor involved, if the case requires it, before a decision is rendered. The committee may overrule a department or an individual faculty member or a member of the administrative staff on a specific case.

D. The committee may delegate to one of its members such routine functions as it may deem proper excepting those relating specifically to the implementation of academic standing, admissions, or graduation procedures.

E. Proposed changes in policy relating to academic standing or admissions to be brought before the committee should be submitted in written form to the chairman of the committee.

F. On policy matters affecting another committee, the Committee on Admissions and Academic Standing shall consult that committee before making its recommendations. (In particular, questions of degree requirements and grading practices are to be jointly considered by this committee and the Curriculum Committee.)

Athletics

I. Organization

A. The membership of the committee shall consist of five full-time teaching faculty members in fields other than health and physical education (one of whom shall be a member of the Faculty Council and three of whom shall have completed at least four years of service at Wesleyan); two students (one of whom may be a participant in intercollegiate athletics);
one representative from the membership of the Alumni Council;
the Director of Athletics, the Chairman of the Department of Health and Physical Education, and the Vice President for Student Affairs.

B. The chairman of the committee shall be appointed by the Faculty Council from among the five faculty members not affiliated with the athletics program. The secretary shall be elected by the committee from its membership.

C. The chairman of the committee may invite any athletic coach or interested party to sit as a consultant without vote for any single meeting.

II. Responsibilities

A. The committee shall recommend basic policy procedures which will effect a balance between an aggressive intercollegiate athletics program and a responsible role of athletics compatible with the educational and institutional policies of the College. General areas of policy within the jurisdiction of the committee shall include conference affiliation and policies; overall organizational structure and procedure of the intercollegiate athletics program; the addition or deletion of intercollegiate sports; competition schedules, purposes and procedures of student athlete recruitment; financial aid for student athletes; preventive injury programs, medical treatment, hospitalization, and insurance coverage for student participants in the program; acceptable rules of conduct for student athletes; crowd behavior and control at competitive events; proper operational equipment and facilities; team transportation means; and awards for outstanding student participation in the athletics program.

B. The committee shall serve as the primary channel of communication to the faculty and student body regarding the athletics program and the problems, procedures, and potentialities of the intercollegiate athletics program of the College as supervised by the Director of Athletics.

C. The committee shall be responsible for stimulating full achievement of the educational objectives of the College in connection with the intercollegiate athletics program.

D. The committee shall review and make recommendations on the budgetary aspects of the total intercollegiate athletics program.

E. The committee shall review periodically the West Virginia Inter-Collegiate Athletic Conference By-Laws and the National Association of Intercollegiate Athletics Handbook and evaluate the participation of the College in both organizations.

III. Procedures

A. Minutes of the committee meetings shall be distributed to all members of the committee, to the Faculty Council, and to the President of the College. The Faculty Council shall report all recommendations of the committee on policy matters to Faculty Assembly, such information to be appended to the minutes of the Faculty Council meetings.

B. The chairman of the committee shall present policy recommendations, except those pertaining to financial aid and recruitment, to the Faculty Council for approval and subsequent report to the Faculty Assembly. Approved recommendations will then be forwarded by the Faculty Council chairman to the President of the College whose action alone authorizes the policy (in accordance with the present regulations of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics standards). Matters pertaining to financial aid for athletes shall be forwarded by the chairman of the committee to the Student Financial Aid Committee (a subcommittee of the Campus Life Committee of Faculty Council), for consideration with that committee's policy recommendations. Matters pertaining to recruitment of athletes shall be forwarded by the chairman of the committee to the Admissions and Academic Standing Committee of Faculty Council for consideration with that committee's policy recommendations.

C. The committee shall maintain direct communication with the Campus Life Committee of Faculty Council and any of its various subcommittees responsible for areas overlapping with the athletics program (i.e. campus calendar, student financial aid, etc.).

D. The committee shall forward any recommendations on the appointment of coaches for intercollegiate athletics to the Director of Athletics.

E. Director of Athletics will periodically keep the committee informed of issues, problems, and changes in regulations of the West Virginia Intercollegiate Athletic Conference and the National Association of Intercollegiate Athletics.

Campus Life

I. Organization

A. The membership of the committee shall consist of six faculty members (one faculty representative to the Campus Center Program Board, a faculty representative to the Community Council, and four additional faculty members appointed by the Faculty Council, at least one of whom shall be a member of the Council); three students (procedure for appointment of students to the committee to be determined by the Community Council); the Dean of the Chapel; Director of Counseling and Placement; the Dean of Students; the Associate Deans of Students; and the Vice President for Student Affairs of the College.

The faculty representatives from the Community Council and the Campus Center Program Board shall be appointed annually by the Faculty Council; the four additional faculty members appointed by the Faculty Council shall serve three year staggered terms; the student members shall serve one year terms; and the administratives shall serve in ex officio capacities.

B. The chairman of the committee shall be elected by the committee from among the appointed faculty members. The secretary shall be elected by the committee from its membership.

C. The following committees shall be considered subcommittees of the Campus Life Committee: Student Financial Aid, Health and Safety, and the College Publications Board.

D. The chairman of the committee may invite any interested party (i.e. the Associate Dean of Students, the Dean of Men, the Director of the Campus Center, etc.) to sit as a consultant without vote for any single meeting. It may also hold open forums for interested parties or it may invite to a meeting persons related to a campus activity who may have information to communicate concerning the academic program of the school or the overall image of the school.

II. Responsibilities

A. The committee shall be responsible for policy matters, structure, and implementation of procedures in the general areas of orientation, counseling, evaluation services, and graduate scholarships, and shall review and recommend policy concerning Disciplinary Probation. On matters of policy and action which affect campus life and are of concern to the faculty, the committee shall forward recommendations to the Faculty Council which will in cooperation with the Community Council and/or other bodies determine in accordance with the particular authorities of these groups, the appropriate course of action. Those areas of concern in which the committee may recommend or initiate policy action include religious life, student rights, regulations and behavior (that is dormitory rules, fraternity and sorority privileges and responsibilities, student unrest, etc.), financial aid, health services, publications, and other campus activities.

B. The committee shall be responsible for the ongoing evaluation of the various phases of campus life as related to the total image of the college and its stated objectives. Problem areas shall be brought to the attention of the appropriate committees or individuals, who, in turn will be expected to be responsible for clarification, justification, and/or consideration of changes with respect to the problems.

C. In conjunction with the Community Council and such college committees as the President of the College may see fit to authorize, the committee shall express faculty interest and register faculty opinion on those matters affecting total campus life. Faculty representatives to committees and advisors to student organizations must be appointed and/or approved by the committee and those faculty representatives and advisors will report to the committee on matters under consideration by their respective organizations which are of faculty interest and concern.

D. This committee shall be consulted and shall concur on policy matters relating to student rights, responsibilities, and regulations which affect classroom and academic programs, faculty participation as advisors and chaperones, calendar, student aid policies, faculty assistant policies, merit awards except for athletics awards, and academic student awards.

E. This committee shall not be construed so as to usurp the duly authorized responsibilities of the Community Council or such committees as the President of the College may see fit to authorize, and in order to ensure open communication, shall continually exchange information, through the appropriate representatives, with Community Council and its related committees and with other bodies as it may de m necessary. However, it is expected that other bodies may act jointly with the committee on matters of concern to the faculty and the total college image, and will act jointly with the committee on those matters indicated II. D. above.

III. Procedures

A. Minutes of the committee meetings shall be distributed to all members of the committee and to the Faculty Council. The Faculty Council shall report all recommendations of the committee on policy matters to the Faculty Assembly, such information to be appended to the minutes of the Faculty Council meetings.

B. Committee action shall be in the form of a recommendation to the Faculty Council whose action alone authorizes the policy, subject to the power of review by the President of the College and the Faculty Assembly. On questions of jointly approved policies, recommendations received from or to be forwarded to related committees, subcommittees, or individuals (i.e. AWS, IFC, RLC, CC, LES, Financial Aid, Publications, Health and Safety, Broadcasting, or administrative personnel, etc.) will be acted upon by the committee and forwarded to the Faculty Council, and if ratified, will be sent back to the appropriate committees, subcommittees, or individuals for implementation.

C. Regular evaluation of the various phases of college life with respect to the overall image of the college will proceed on the basis of periodically established ad hoc committees. The committee will establish such committees at least every other year.

D. Concerning cases of appeal, confidentiality shall be maintained and any person who is directly or indirectly involved in the case under consideration should disqualify himself in instances where his interest may bias his judgment. Actions shall be reported to the Chairman of the Faculty Council. Only in cases of purposeful distortion of facts or when circumstances call for clarification of those facts shall any information about the case be released outside the committee or the appropriate administrative personnel or the Chairman of the Faculty Council.

Curriculum

I. Organization

A. The membership of the committee shall consist of one teaching faculty member from each Division (each Division may nominate its own representative, preferably a member who is qualified in curriculum matters);

two students (one of whom shall be the Chairman of the Academic Affairs Committee of the Community Council and one appointed by the Academic Affairs Committee from the student body at large);
the Vice President for Academic Affairs;
the registrar and the librarian (who serve in an ex officio capacity without vote);
a person named annually by the Vice President for Academic Affairs (may be a member of his administrative staff, a Division Chairman, a director of a special program area);
a member of the Faculty Council;
two teaching faculty appointed at large.

Final appointments to membership on the committee shall be approved by the Faculty Council. Faculty members appointed as divisional representatives or at-large members shall serve staggered three year terms. At least half the members of the committee shall have completed four years of service at Wesleyan. The Faculty Council shall insure that a member of the Curriculum Committee is serving on each ad hoc committee related to curriculum (such as General Studies, intermester, summer school, curricular revision, etc.) since these committees report to the Curriculum Committee.

B. The chairman of the committee shall be the Vice President for Academic Affairs of the College. The secretary of the committee shall be the representative from the Faculty Council. Required stenographic services will be provided by the Office of the Vice President for Academic Affairs.

C. The chairman of the committee may invite any member of the faculty or administrative staff to sit as a consultant without vote for any single meeting. The committee may hold hearings with any interested party or any party who may be affected by the proceedings of the committee. The committee may also call in needed consultants before implementing procedures on such matters as registration, academic advising, etc.

II. Responsibilities

A. The committee shall have authority over course changes proposed by departments, divisions, or other bodies. It can initiate and recommend changes in courses and programs not brought to its attention by others, such changes normally being effected only after concurrence is received from the appropriate bodies concerned. In extreme cases in which the committee discovers practices which are contrary to the policies of the institution (regarding such matters as duplication of course content), the committee shall make recommendations to the Faculty Council which has the authority to act without the consent of the department concerned or the faculty member involved, provided that the action does not violate the provisions on academic freedom.

B. The committee shall formulate policy matters in the areas of degrees, attendance, examinations, honors programs, major and minor requirements, new or special programs, or any other matter referred to it by the Faculty Council or another body.

C. The committee, utilizing subcommittees if needed, can propose guidelines for curricular revision and shall recommend the principles which departments and faculty members will be expected to consider, implement, and report on to the committee.
D. The committee shall consult and advise the librarian regarding resources and procedures supportive of the curriculum of the college.

III. Procedures

A. Minutes of the committee meetings shall be distributed to all members of the committee and to the Faculty Council. The Faculty Council shall report all actions of the committee on policy matters to the Faculty Assembly, such information to be appended to the minutes of the Faculty Council meetings.
B. On policy questions related to curriculum the committee must be consulted before any action can be taken by any other group. Its own action on policy matters shall be in the form of a recommendation to the Faculty Council whose action alone authorizes the policy, subject to the power of review by the President of the College and the Faculty Assembly.
C. When a policy recommendation affects another committee, the Curriculum Committee shall consult with that committee (for example, on policy questions as to grading and degree requirements, the Curriculum Committee shall act jointly with the Committee on Admissions and Academic Standing.)
D. Proposals relating to courses and programs from departments, divisions, or other bodies shall be submitted in written form to the secretary of the Curriculum Committee. Details as to text for publication of course descriptions in the College Bulletin shall be submitted to the secretary in ample time for distribution to the members of the committee prior to the meeting at which the proposals are to be considered. No new courses may be considered by the committee without submission of a complete syllabus indicating the purposes, content, and method of the proposed study or without evidence of consultation in good faith with other departments who may be affected by the proposals.

Professional Affairs

I. Organization

A. The membership of the committee shall consist of five full-time teaching faculty members and the Vice President for Academic Affairs. The Vice President for Academic Affairs shall serve as an ex officio member without vote. Faculty members of the committee shall be appointed by the Faculty Council for staggered three year terms. At least one faculty member without tenure shall be appointed to the committee.
B. The chairman of the committee and the vice chairman of the committee shall be appointed by the Faculty Council and shall be members of the Faculty Council. The secretary shall be elected by the committee from its membership.

C. The chairman of the committee may invite members of the faculty, representatives from professional organizations or student groups, or other consultants to meet with the committee in its deliberations.

II. Responsibilities

A. The committee shall initiate on the following policy matters which are in its province: faculty appointments, tenure, nonrenewal of contracts, dismissal for cause, promotions, sabbaticals and leaves of absence, teaching loads, salary scale, faculty evaluation and development, and departmental chairmanships. The committee is the primary faculty body for consideration of these questions and others which may be referred to it by the Faculty Council.

B. The committee shall act as a consultative body to the Vice President for Academic Affairs on all cases affecting individual faculty members as to tenure, nonrenewal of contracts, promotions, sabbaticals, leaves, and departmental chairmanships.

C. The committee shall act as an appeal board, at the option of the faculty member, in cases of dismissal for cause.

D. The committee shall be responsible for the final editing of those portions of the Faculty Handbook which pertain to professional affairs.

III. Procedures

A. Policy statements formulated by the committee shall be in the form of recommendations to the Faculty Council whose action alone authorizes the policy statements, subject to the power of review by the President of the College and the Faculty Assembly.

B. The normal procedure for action on cases indicated in II. B. shall be for the Vice President for Academic Affairs to submit an agenda of cases and proposed actions to the committee. The committee shall review each case and enter a recommendation. The committee may make recommendations on cases not listed in the agenda.

C. Any member of the faculty may submit recommendations on policy questions or on individual cases to the Chairman of the Professional Affairs Committee when other procedures seemingly are not open or are not appropriate.

D. The confidentiality of the proceedings of the Professional Affairs Committee must be preserved. No member of the committee may sit at the time of deliberations on his own case, and he should disqualify himself in instances where his interest may bias his judgment. The committee shall report its action on cases, without the substance of any discussion, to the Chairman of the Faculty Council. Only in cases of purposeful distortion of the actual facts or when circumstances call for clarification of those facts, should any of the information concerning the action of the committee be released outside of the committee or the appropriate administrative personnel or the Chairman of the Faculty Council--and then only after mutual consultation between the President of the College and the committee.

III. FACULTY AS TEACHERS

American higher education is characterized by diversity in types of institutions. Among the various kinds of colleges is the genre known as the church-related institution, which best maintains its integrity and uniqueness by offering an educational experience that is firmly rooted in the Christian tradition. West Virginia Wesleyan College is church-related; it is not sectarian. While the best way to define and implement this relationship is always open to review, constructive criticism and study, it is aniticipated that all members of the college community will view the effort to relate the Christian faith to the total learning experience with understanding, and will accept a sense of personal responsibility for achieving this end.

Teaching

The first responsibility of the faculty member is that he teach and that he teach well. Specific methods of instruction are left to the ingenuity and creativity of the individual instructor, but the general emphasis must be on excellence in teaching and communicating effectively.

Traditionally, classroom instruction in higher education has been an individual matter. This freedom represents a valuable aspect of American higher education. It has also resulted in some very negative teaching. Too often the college teacher "teaches as he was taught". This may or may not be good.

The official teaching load at West Virginia Wesleyan College is fourteen hours per semester. Short term load can be included with either the fall or spring semester teaching load. Wherever possible teaching loads are kept below this figure with no more than three preparations as a guideline. Other considerations are taken into account in projecting faculty loads, as, or course, are the needs of the College, the department, and the student. The summer school teaching load is defined in the summer school section.

Syllabi

At the beginning of each year faculty members are required to submit a copy of the syllabi to be used in each course to the Office of the Vice President for Academic Affairs.

Attendance Requirements

Each student is responsible for attending classes, laboratory sessions, certain designated lectures and several all-campus convocations.

Missing any class or laboratory session, or substantial portion thereof, constitutes an absence. Missing sessions because of late registration constitutes absences.

Each faculty member shall, within the framework of these regulations, be responsible for handling problems of attendance.

Each faculty member should furnish the Office of the Vice President for Academic Affairs with a copy of his requirements for class attendance and make these guidelines known to the students at the beginning of the semester. The Dean of Students periodically reports to the faculty for informational purposes those students missing classes due to health reasons or when on official college business.

Examinations

Examinations and quizzes are given at the discretion of the faculty member. There is no institutional policy concerning midterm examinations although a midterm grade is required to be reported to the Office of the Registrar. The Registrar's office will publish a specific schedule of final examinations and all faculty members must adhere strictly to this schedule. Adherence is for the protection and benefit of the faculty member as well as for the student. If a student has more than two final examinations in one day, the instructor may, at his prerogative, make special arrangements for such a student. Also, if an instructor has two or more sections of one class he may, but need not, permit the students to select a particular section.

Students may be afforded the opportunity of making up a missed examination or quiz at the discretion of the faculty member. Arrangements for such a make-up caused by extenuating circumstances are a matter between the student and the faculty member concerned. If a student misses a final examination, he must obtain permission from the Office of the Vice President for Academic Affairs to make-up this examination, pay a $5.00 make-up fee, and then present a permission form to the faculty member authorizing a make-up examination.

A student who misses a comprehensive examination, must obtain permission from the Office of the Vice President for Academic Affairs, pay a $10.00 make-up fee, and present a permission form to the faculty member authorizing the make-up of a comprehensive examination.

Credit by Examination. Students with superior ability or extensive preparation in a given subject are encouraged to consider establishing credit by examination. Forms may be obtained from the Director of Testing and Institutional Research in Middleton Hall. Students desiring this privilege in an area where a CLEP subject examination exists must take the CLEP test. If no CLEP examination is available, than a member of our faculty will be asked to prepare a discriminatory examination for this purpose. The entire examination fee of $15.00 required for preparing, grading, and reporting the appropriate student score will be paid to the faculty member. All grades for credit by examination shall be on a pass/fail basis.

Entering freshman may take the CLEP general examination prior to registration and may be granted credit for those areas in which a fortieth percentile is achieved. It is possible for such a student to be granted 30 semester hours of credit on the basis of this examination. This student may also be excused from the general education requirements in the humanities and social science core programs.

Comprehensive and Standardized Examinations. All students are required to complete a comprehensive experience in their major area of concentration. This is normally done during the last semester, immediately preceding graduation. The nature of this experience is at the discretion of each department. Some will use the Undergraduate Record Examination (URE), some use a seminar type class, and others use a written examination or other defined type of experience. The completion of this degree requirement must be reported to the Registrar's office on the appropriate form before a student can be cleared for graduation.

All students are required to take the URE which is normally completed during the last semester in college.

National League of Nursing Examination is required of all senior nursing majors and must be taken when scheduled.

The National Teachers Examination (NTE) is no longer required for teacher certification in West Virginia. However, those students who may be seeking employment in other states should ascertain whether or not it is a state certification requirement. It is to the students advantage to take the NTE, especially when West Virginia Wesleyan College is a convenient testing center.

Grading

Academic freedom allows the professor complete autonomy in determining classroom grading procedures. The College Grading System is on a four point system with letter grades being "A", "B", "C", "D", and "F". The distribution of letter grades by course will quite naturally vary with the level of the course, that is, freshman, sophomore, etc., and the ability of the class in general. However, where an abnormal distribution persists, it is expected that the professor will review his testing and grading practices as well as his methods of instruction. Advice and assistance are available from the Divisional Chairperson and the Dean of the Faculty. The procedure for the awarding of an Incomplete grade is as follows: if a student who has been making a passing grade cannot complete his work in a course on account of illness or other sufficient reason, an I (incomplete) is entered temporarily on his record. A course recorded as incomplete must be completed within the first six weeks of the next semester, except when an extension of time is granted by the Committee on Admission and Academic Standing. Otherwise, the I automatically becomes "F". For purposes of making up an "I", the summer session is considered as a semester.

Grades to be awarded based on credit by examination shall be on a pass/fail basis. Please note D/F repeat policy in College Catalog.

The responsibility for careful evaluation of students' work rests upon the instructor of the course. In cases where dereliction of duty on the part of a faculty member results in apparently unjust grading, the department chairperson in consultation with his faculty and the Dean of the Faculty will decide whether redress should be considered and, if so, what form it should take.

Faculty Office and Office Hours

Faculty offices are assigned by the Registrar in consultation with divisional chairpersons. In most cases private offices are available; however, depending upon the office space available, faculty members may be asked to share office space with one another.

Individual offices provide the faculty members the essential opportunity to council with students, prepare for class activities, personal study and research.

A great deal of the educational process takes place outside the classroom. It is, therefore, considered important that faculty members make themselves available outside the immediate classroom situation and other opportunities should be made by appointment. This may be done formally through specific office hours posted on or near the office entrance or quite informally through an "open door" policy. The number of hours are not specified but adequate provision should be made for all students who wish assistance and counseling. It is especially imperative that faculty members be available during the days of preregistration and registration.

Registration

Though specific procedures of registration are formulated by the Registrar and the Dean of the Faculty, in a small college faculty members are expected to participate and aid in the registration process. It is expected that faculty members will be available and willing to aid in this very complex and important function. Specific directions are issued by the Registrar, but faculty personnel should be familiar with academic requirements, scheduling problems, etc.

Student Overload. If a student informs you that he desires to register for more than the normal fifteen hour load, instruct the student to indicate his reasons for overloading on the back of his preregistration form. In general, a student should have a cumulative G.P.A. of well over 2.00 ("C" average) to carry 16 hours; a 2.50 for 17 hours; and a 3.00 to carry 18 hours. Students in teacher education who express a need to carry extra hours should be referred to the Advisor for the Department of Education due to State regulations.

If you are the student's Faculty Advisor, you will have an opportunity to examine the completed form, giving any guidance necessary before executing your signature. Final approval will rest with the Dean of the Faculty and/or the Registrar.

Student Withdrawals

A student desiring to withdraw from one of your classes must secure an official Withdrawal Form from the Office of the Vice President for Academic Affairs. The student's reason for withdrawing is stated in writing on the Withdrawal Form and seeks your recommendation. The student then obtains the recommendation of his faculty advisor, the appropriate department chairperson and the Dean of the Faculty while receiving additional guidance, suggestions, comments, etc. All withdrawals must be made by the appropriate date designated in the College Catalog, for a grade of "W" to be granted.

A student planning to withdraw from the college secures an official withdrawal form from the Vice President for Academic Affairs. Any pertinent information you may have regarding this students intended withdrawal should be forwarded to the Dean of Students for guidance in counseling the student.

Summer School

Summer School is composed of two five-week sessions which are generally attended by students who wish to accelerate their programs or who by virtue of marginal achievement are attempting to upgrade their academic record.

Opportunity is made available for members of the faculty to instruct in the Summer Sessions although they are not required to do so. Faculty members ordinarily teach for one of the two, five-week sessions, with a total load of not more than six semester hours.

Whether or not a faculty member teaches during the summer is a matter, first, of his own desire, and second, it is a matter of demand for the course. It is not always possible to "guarantee" summer teaching. Your desire to teach in a given summer session should be made known to both the Department Chairperson and the Director of Summer School.

A separate contract for summer school teaching is issued when the Director of Summer School has determined that a class has materialized. For a full teaching load (2 classes, totaling 14 students) remuneration is 10% of the base salary for the school year and is paid in one sum at the end of the summer school session. If the number of students per faculty member does not merit a full teaching load at 10% of his contract, the faculty member may, "at his option," elect to teach at the lesser salary rate of 80% of the tuition engendered from those students enrolled in the class(s).

Short (Free) Term

The January Short Term is approximately a four week period of study devoted to encouraging innovation and experimentation in the curriculum by both students and faculty.

The learning experiences are designed to provide a greater sense of learning and accomplishment than a single course in the other regular semesters. Both students and faculty are "free" from the competing demands

of four or five courses at one time. This provides an opportunity for more intensive effort and concentration, greater flexibility in scheduling activities, laboratories, field experiences, and teaching methods.

In general, Short Term is comprised of elective courses or special offerings reflective of student interests or contemporary educational concerns. There are a few which will satisfy or substitute for general education requirements. Independent Study project, either traditional or non-traditional, on or off campus, is also possible when proper application and authorization have been granted.

All faculty members are expected to teach in the Short Term unless a release has been authorized by the Director of Short Term and the Dean of the Faculty.

Academic Advising and Counseling

Effective academic counseling is an essential element of the total teaching and learning process. It provides valuable opportunities for the faculty member to help students clarify their curricular objectives and confront the demands presented by their academic and vocational choices. Concerned faculty members will be willing to invest the time such counseling requires because of the significant results in the lives of the students.

Conferences with students frequently reveal personal problems which create or complicate academic difficulties. Maintaining a sensitivity to such complications will enable the faculty person to make wise referrals to counselors with specialized abilities and training. Useful information about students and assistance in counseling are readily available in the offices of the various Deans, Division Chairpersons, and the Counseling Office.

Specific faculty members are selected to advise and council freshman students. It is their responsibility to assist the new students in feeling academically, socially, and personally comfortable at Wesleyan.

Each faculty member should become familiar with the content of the Faculty Advisor Handbook, the College Catalog, and all Curricular Program requirements.

Specialized Counseling. Specialized counseling can be obtained from these Professional Colleagues.

1. Foreign Students -- Director of Counseling

2. Pastoral Counseling -- Dean of the Chapel, Associate Dean, Campus Pastor, faculty members of the Department of Bible and Religion

3. Personality Problems -- Staff Psychologist

4. Academic Probation Students -- Faculty Advisors (Special information will be provided faculty advisors by the Counseling Office)

5. Academic Scholarship -- Division Chairpersons and Dean of the Faculty

6. Information on Test Scores -- Office of Institutional Research

7. Transfer Students -- Registrar

8. Vocational and Career Guidance -- Counseling Office

Faculty Participation in Commencement and Other Campus Events

Faculty members are required to be present at Commencement exercises and other officially designated college convocations requiring Academic Regalia. Commencement is not only important to graduating students, but also to parents, friends and alumni. Faculty members have a significant investment in this annual event. Faculty presence and participation at other college events, in general, and at officially designated events, in particular, has a salutary impact on the total campus community.

College convocations that call for the wearing of academic apparel occur several times during the college year. Many faculty members own their own regalia, but where caps, gowns and hoods are not owned by the individual, they may be rented for the special occasions. The individual bears the cost for the rental. The Bookstore is responsible for the renting of regalia and notifies the faculty in ample time to arrange for ordering your needed regalia.

Co-curricular

Historically, one of the assets of the small liberal arts college has been a certain intimate relationship between faculty and students not usually possible in the large university. It is difficult to measure the value of contacts made outside the classroom situation. But anyone who has ever attended an alumni meeting knows that these contacts may be highly valued by the college graduate.

Included in this category are such things as informal meetings in faculty homes, serving as advisor to campus organizations, honor societies, fraternities, and sororities, assisting in the direction of student activities, trips, etc.

These activities are considered an important facet of the faculty person's total concern, closely related to his academic functions, and the development of both student and faculty.

Public Relations

In the final analysis the instructional program of the college and the kinds of personalities engaged in carrying it out are the college. Faculty members, like the college president and administrative staff, cannot escape

the fact that their every act, both in and out of the classroom, has public relations consequences.

The faculty may contribute to good public relations through:

Good teaching
Friendly guidance and counsel for students
Constructive rather than negative comments in class and in marginal notes on students' papers and reports
Friendliness and cooperation with other faculty members and administrators
Membership and participation in local religious, social, civic, educational and service organizations and in other community enterprises
Friendliness in personal contacts with local citizens
Service on college committees
Participation in radio and television programs, discussion groups and cultural activities
Talks before service clubs, lodges, civic, social, and other special interest groups
Membership, attendance, active participation in professional associations and conferences, both state and national
Presentation of papers and addresses at professional conferences and conventions
Publications
Research and creative enterprise
Attendance at major college events
Participation in faculty-student gatherings
Entertainment of students in faculty homes
Maintenance of meaningful relationships with alumni and former students through letters and personal visits

Your involvement in new worthy events should be reported to the Director of Public Information.

Faculty Evaluation

Teacher evaluation is difficult. The following criteria may be used by departmental chairpersons and individual faculty members in the annual faculty evaluation.

1. Effectiveness in teaching
2. Breadth of cultural background
3. Command of one's field
4. Continued scholarly growth as evidenced through research, publication and professional participation
5. Effectiveness in individual service to students (Counseling, willingness to assume responsibility for a reasonable share of the co-curricular assignments involving student activities, etc.)
6. Ratings by departmental chairperson; self-evaluations
7. Ratings by students
8. Effectiveness of cooperation with colleagues

9. Evidence of a desire to help the institution realize its objectives
10. Willingness to accept faculty committee assignments
11. Effective and positive relationship to local community, evaluated by terms of community leadership

Faculty Colleague Evaluation

A system of periodic in depth faculty evaluation by your colleagues is now in effect, as detailed in Appendix A. This present system continues to be reviewed and studied by the Professional Affairs Committee of the Faculty.

Professional Growth

The Wesleyan faculty member is expected to seek opportunities to continue professional growth. He is encouraged to attend summer institutes, participate in faculty seminars, attend professional meetings and be generally alive to the recent developments in his related discipline and higher education in general. Financial assistance may be provided. See Professional Meetings for fiscal guidelines, section IV.

Each faculty member is responsible for providing the Office of the Dean of the Faculty (location of permanent record) with all updated information regarding advanced study, conference participation and all items regarding Faculty Growth and Development.

Restricted Employment

No college officer, administrator or member of the faculty shall engage in any additional occupation that shall interfere with the faithful discharge of his or her duties to the College.

Any exceptions to this rule must be channeled through and cleared in advance with the Vice President for Academic Affairs in the case of faculty members or to the President of the College for administrative personnel. Exceptions granted require renewal on a semester or annual basis, depending on original authorization.

Part-time Teaching Faculty

Part-time faculty and special teaching appointments are entitled to all the rights, privileges and responsibilities of the regularly appointed full-time teaching faculty, in accordance with the provisions of the faculty constitution.

Part-time faculty members must participate in the mandatory payroll deductions as defined but are not eligible for any institutional benefits. They are, however, entitled to an official ID card with the right to the use of campus facilities and programs as are members of their family.

Faculty members on a temporary appointment, part-time faculty, and faculty appointees who replace members on the teaching staff on sabbatical or leave of absence will not have the privilege of academic tenure.

Suggested Hints for a Faculty Member

Report the fact that you will be absent from a class to the chairperson of your department. In this way, the chairperson of the department, in conversation with you, will be able to make some kind of arrangement for the class or classes missed. The chairperson of the department will notify the Dean of the Faculty as to the absence and the arrangements being made. If the chairperson of the department finds it necessary to be off campus he should notify other departmental members and the Dean of the Faculty.

Minor research grants may be requested. Present your application to the Dean of the Faculty with copies to the Director of Development and the Director of Institutional Research. Your application should contain the following information:

a. A clear statement of problem, hypothesis, area of concern, or some other appropriate presentation of the subject.
b. Precise description of procedure to be followed.
c. Request for specific amount of money.
d. Detailed account of the way in which money is to be used.
e. Dates on which research is to be started and completed.

Curricular changes must be recommended to the department chairperson and authorized by the Curriculum Committee of Faculty Council.

All faculty members may have an opportunity to serve as an advisor to a campus organization. If the organization is a "time-consuming co-curricular activity" check with the Registrar for the academic eligibility of the student involved at the initial stage of planning (choir, drama, athletics, etc.) If a special waiver is judged appropriate, make the request to the Committee on Admissions and Academic Standing. (In the case of athletic events, requests are made by the Director of Athletics only.)

You may wish to have a particular issue or question discussed at a meeting of the Faculty Council or Faculty Assembly. If so, send or give your agenda item to the Chairman of the Faculty Council at least one week in advance of the scheduled meeting.

IV. FACULTY MEMBERS AS EMPLOYEES

Employment

The responsibility for employing all faculty members rests entirely with the President; however, the cooperation of the entire staff and student involvement is solicited and welcomed. Departmental chairpersons are invited to submit the names of available personnel and to make any contacts they may desire when a vacancy develops. After full credentials have been assembled on available personnel, the Vice President for Academic Affairs, in cooperation with departmental chairpersons and appropriate division chairperson, rates available candidates. Those giving the greatest promise are then invited to the campus for a personal interview. Upon the recommendation of the Dean of the Faculty, the qualified individuals are employed by the President. All new members of the staff are on probation pending the establishment of tenure.

In the appointment of new faculty members, a special effort is made to secure individuals who are in full sympathy with the aims and objectives of West Virginia Wesleyan College. For this reason, those joining the faculty are not only expected to be competent in their own professional fields, but also to undergird the Christian emphasis of the institution, demonstrate high ethical standards and strong moral behavior.

West Virginia Wesleyan College is proud to be an employer under the philosophy of Equal Opportunity and Affirmative Action guidelines without regard to race, religion, national origin, ancestry, age and sex.

Academic Freedom and Tenure

All members of the faculty of West Virginia Wesleyan College shall have academic freedom and be eligible for academic tenure in accordance with the statement of principles and regulations as stipulated in Appendix B.

The 1973 Recommended Institutional Regulations on Academic Freedom and Tenure of the American Association of University Professors is used as a supplemental document for procedural guidelines on such matters.

Faculty Contracts

Full-time faculty contracts are predicated on nine months of professional service and the compensation related thereto is paid in twelve equal monthly payments payable on the last working day of each month. The contract year is June 1 to May 31 and new full-time faculty members receive compensation for June, July and August at the end of August.

Terms and Conditions.*

1. The faculty member named in this contract shall not engage in any other regular remunerative activity or activities without the prior permission of the President of the College.

2. This contract is made subject to the regulations governing academic freedom and academic tenure as adopted by the Board of Trustees of West Virginia Wesleyan College on

3. The FACULTY HANDBOOK of West Virginia Wesleyan College relating to the Administration of the College, Faculty Organization, Faculty Responsibilities, Fringe Benefits and Stipulated Procedures, by reference thereto, is made a part of this contract on the same extent and with the same force and effect as if fully copied herein.

4. This contract is made subject to the provisions of Section 6 of Article VI of the Bylaws of the Board of Trustees of West Virginia Wesleyan College, which reads as follows:

"Section 6. FACULTY CONTRACTS. A written contract for a period of one year at a salary fixed by the Board of Trustees shall be made by the President of the College in its name with each person employed as a member of the faculty. The form of such contract shall be prepared by the attorneys of the College, and shall reserve the right to the Board, or in the interim between the meeting thereof, to the Executive Committee, to cancel any contract if it should develop that such member of the faculty is incompetent, disloyal to the College, immoral, dishonest, or for any other cause which, in the opinion of the Board of Executive Committee, makes the continuance of such member of the faculty detrimental to the best interests of the College."

Salary Scale

The faculty salary scale for the college is somewhat fluid with revisions having been made upward consistently. The amount of salary for an individual is dependent upon many factors, including degrees, years of service, experience, teaching assignment, and related responsibilities. Other factors affecting salary are supply and demand, effectiveness as a teacher, evidence of creative scholarship, general attitude toward the college, and willingness to share in the co-curricular activities of the institution. Salary increments, as stated on the annual contract, are based primarily on merit, and dependent upon resources available. The salary scale is reviewed annually by the administrative officersof the College and is subject to action by the Board of Trustees.

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*as stated on the reverse side of each faculty contract

Payroll Deductions

The following payroll deductions are mandatory:

1. Social Security
2. Federal Income Tax
3. West Virginia Income Tax

The following payroll deductions are optional:

1. Retirement Annuity Income (TIAA and/or CREF) (may be Tax Sheltered)
2. Traveler's Tax Shelter
3. Collective Life Insurance
4. Total Disability Insurance (after one year of service)
5. Hospitalization and Major Medical
6. Methodist Federal Credit Union
7. Traveler's Master Plan (Automobile Insurance, Homeowners Insurance, Life Insurance)
8. United Fund

Academic Rank and Promotion

New members of the faculty at West Virginia Wesleyan are normally appointed to one of the following ranks: Instructor, Assistant Professor, Associate Professor, Professor.

Academic rank and promotion shall be based upon the extent of training in terms of degree or equivalents and the extent of experience in terms of the number of years of successful college teaching or its equivalent with primary consideration given to the criteria listed under Teacher Evaluation. High level academic performance and exceptional service to the College are expected.

The minimum eligibility of an instructor for promotion shall be reviewed when he has a master's degree plus one year of successful college teaching experience at Wesleyan (or acceptable equivalents of both). Favorable consideration for promotion shall depend primarily upon promise of a high rating on the qualitative criteria. ($250 increment to base salary)

The minimum eligibility of an assistant professor for promotion shall be reviewed (a) when he has a master's degree plus five years of successful college teaching experience at Wesleyan (or acceptable equivalents of both) or (b) when he has a doctor's degree plus three years of successful college teaching experience or an equivalent of the latter. Favorable consideration for promotion shall depend primarily upon a high rating on the qualitative criteria. ($500 increment to base salary)

The minimum eligibility of an associate professor for promotion shall be reviewed (a) when he has a doctor's degree plus five years of successful college experience at Wesleyan or acceptable equivalents of both or (b) when he has a master's degree plus fifteen years of successful college teaching experience.

Favorable consideration for promotion shall depend primarily upon a high rating on the qualitative criteria. ($750 increment to base salary)

Advancement in rank comes with the recommendation of the chairperson of the department, appropriate division chairperson, the Dean of the Faculty, and the Committee on Professional Affairs of Faculty Council, to the President for authorization.

Professional Meetings

At the beginning of each academic year the Dean of the Faculty will determine a per capita distribution of the fund for attendance at Professional Meetings and will share this information with the divisional and departmental chairperson for their guidance in achieving an equitable use of the fund by the faculty in their department.

Participation or attendance at professional meetings must be cleared in advance with the Dean of the Faculty to determine available funding. Secure a form from the Dean of the Faculty who will communicate his recommendation to you in advance of the meeting.

The College will pay 50% of the faculty member's expenses, for attendance at meetings of learned societies on the approved list (see WVWC Checklist of Learned Societies), clinics, workshops, institutes or other similar meetings of short duration when the faculty member attends on his own initiative for reasons of personal or professional interest or advancement.

The College will pay 100% of expenses if the faculty member has a place on the program or attends a meeting as an official representative of the College to a committee or association in which there is current institutional membership.

Reimbursement of expenses will be made upon submission of an account of actual expenses and supporting evidence to the Dean of the Faculty. Under extenuating circumstances an advance of funds may be made upon submission of expenses and supporting evidence. A report of estimated expenditure with voucher must be submitted for final settlement.

Travel Reimbursement

Faculty members on official college business can schedule one of the college vehicles for travel purposes. In the event all college vehicles are scheduled out your personal car may be used. The college will reimburse mileage at fifteen cents per mile.

The use of college vehicles is the preferred means of travel.

Sabbatical

The sabbatical leave program now in operation at the college is in the

process of being revised and redefined as "A Leave and Assistance Program" see Appendix C,* with a proposed implementation date for the academic year 1975-1976.

The current policy can be noted in the previous Faculty Handbook dated 1971, pages 35, 36 and 37.

Faculty Welfare Provisions

Insurance. Members of the faculty share in the following insurance plans: (1) Basic and Major Medical Hospitalization Insurance; (2) TIAA Group Total Disability Insurance; (3) TIAA Collective Term Life Insurance; (4) TIAA Retirement Annuity Insurance, with College Retirement Equities Fund Option; (5) Travel Accident Policy; (6) Federal Old-Age and Survivors Insurance (Social Security); (7) Workmen'a Compensation; (8) Unemployment Compensation Insurance.

Basic and Major Medical Hospitalization. Faculty members are covered by a Group Hospitalization Plan with The Travelers Insurance Company for both Basic and Major Medical Insurance. A base plan of insurance covers specified early medical expenses. The major medical plan is designated to absorb the impact of a substantial portion of large medical expenses resulting from a serious or prolonged illness not reimbursed by the basic insurance. It provides a broad scope of coverage for medical expenses, whether hospitalized or not. Each individual covered has an overall maximum of $25,000 as the total amount of major medical benefits. A deductible amount consisting of $100 is paid by the insured for all covered expenses in excess of the "base plan". After the deductible is satisfied the individual pays 20% and the major medical plan pays 80% of covered expenses above the deductible amount. The employee who elects coverage under this plan pay 32% of the premium with the College paying 68%.

Total Disability Insurance. The total disability benefit program of insurance provides two types of benefits: (1) a monthly cash income benefit. This coverage provides income for the insured from the 181st day of total disability. In order to help the insured bridge the gap of this 180-day waiting period, the College will continue to pay the contract salary to the disabled faculty or staff member from the time of total disability to the end of the current contract period or for six calendar months, whichever is the shorter period. (2) a waiver of premium benefits for TIAA-CREF retirement annuity premiums paid under the institution's retirement plan. The income and waiver benefits begin after the insured has been totally disabled for a period of six consecutive months and they continue during such disability until he reaches age 65. At age 65, annuity payments to the individual begin to provide the disabled person a combination of disability and retirement income lasting throughout life.

Retirement Annuity Insurance. Your annuity is a contractual agreement between you and The Teachers Insurance Annuity Company. In return for the

*Subject to Faculty Assembly Action and the Board of Trustees.

premiums you and the college pay during working years the company promises to pay you a lifetime income during your retirement.

Full vesting for each participating member is one of the most significant features of a retirement plan. From the day the member's first annuity premium is paid he assumes full ownership of all retirement and survivor benefits purchased by his own and the College's contributions. Withdrawals may only be made under certain circumstances. When one qualifies for withdrawal of his contribution, the College may also withdraw its contribution. Equal premium contributions are made by the employer and employee at the rate of 6% of the monthly base salary.

Participation is optional and a "Tax Deferred Annuity" plan is available.

Travel Accident Policy. All employees of West Virginia Wesleyan College are covered under the Travel Accident policy when they are on official College business away from the campus. The cost of this coverage is borne by the College.

Social Security Benefits. Each employee of Wesleyan who is not an ordained minister must participate in the Federal Social Security Program. The rate withheld is determined by law and is subject to change from time-to-time.

Workmen's Compensation. The College provides Workmen's Compensation Insurance through an agency of the State of West Virginia. Should an employee become injured "in line of duty only" he is entitled to certain financial benefits. The cost is borne by the College.

Unemployment Compensation. The College provides Unemployment Compensation Insurance through the West Virginia Department of Employment Security. A terminated employee may be eligible for this insurance under certain conditions.

Tuition Waiver. The Board of Trustees approved the waiver of tuition for all dependent children and spouses of all full-time employees of West Virginia Wesleyan College effective June 1, 1961. In order to qualify for this waiver, one must have been employed for at least one calendar year prior to the admission of a student. The employee must be a PERMANENT employee and the applicant must meet all admission requirements of the College. The waiver covers tuition only and does not apply to fees, room or board.

A. Conditions stipulated by the resolution as approved by the Board of Trustees effective as of June 1, 1961:

1. It applies only to full-time permanent employees of the College.
2. The employee must have been employed for at least one calendar year prior to the admission of the student.
3. Eligible applicants are dependent children and spouses.
4. The applicant must meet all admission requirements of the College.
5. The waiver covers tuition only, does not apply to fees, room, or board; it applies only at West Virginia Wesleyan College.
6. Tuition waivers (also ministerial discounts) coupled with West Virginia Board of Regents awards cannot collectively exceed current tuition and fees.

B. Additional provisions based on interpretations since the waiver became effective:

1. Application for tuition waiver must be filed in the Personnel Office prior to the beginning of the school year. An application must be filed each year in order to enable the College to anticipate the tuition waiver.
2. An applicant will be granted the waiver, provided the anniversary date of employment is not more than thirty (30) days after the start (first day of classes) of the semester or term when the applicant wishes to enter.
3. ALL "dependent children" includes only those children 22 years of age or under, who are unmarried.
4. A dependent child who marries, will become ineligible for tuition waiver at the end of the semester in which the marriage occurs.
5. To be considered as a "PERMANENT" employee, one must meet the following conditions:
   a. Where a child is the applicant, the employee must have been employed for at least one year on a full-time basis.
   b. Where a spouse is the applicant, the employee also must have worked for at least one year on a full-time basis; EXCEPT that, the employee must also have worked at least one year from the date of marriage to the spouse.
   c. He must be recommended by his supervisor as one who would make a satisfactory employee over a period of time beyond what is normally considered "temporary" or "transient".
6. Tuition charges are covered for all courses offered by the College. Private instruction and audit courses beyond the normal course load are not included in this provision.
7. In the case of the death of a permanent employee, all eligible applicants who have been accepted for admission at the time of the employee's death shall continue to receive the waiver of tuition until graduation from the College, provided that the employee has been employed by the College for at least ten (10) years, and was a full-time employee at the time of his death.
8. An employees veteran child or spouse receiving GI benefits while attending Wesleyan is not eligible for tuition waiver.

C. Procedure for determining eligibility for waiver:

The faculty member obtains an "Application for Tuition Waiver" form from the Personnel Office. The completed form must be returned to that office prior to the beginning of the academic year for which application is made. Certification comes from the Personnel Office. The application is to be refiled each year that the faculty member wishes to take advantage of the tuition waiver.

ANY QUESTIONS REGARDING YOUR COMPENSATION, FRINGE BENEFITS, AND RETIREMENT SHOULD BE DIRECTED TO THE PERSONNEL OFFICE, LOCATED IN THE ADMINISTRATION BUILDING.

Moving Expenses

Legitimate moving expenses for new faculty members and administrative personnel will be paid by the college upon the submission of appropriate receipts. This includes moving company costs, U-Haul rentals or personal auto mileage depending on type of transportation of personal belongings.

Retirement

Members of the faculty will normally be retired by the Board of Trustees at the end of the academic year in which age sixty-five is attained. Under special circumstances and depending on need, a faculty member may be employed on a one year renewable contract basis after age sixty-five but not beyond age seventy.

Early retirement beginning at age sixty-two is a possibility if desired. Normally Department Chairpersons will not serve in that role beyond age sixty-two; however, they may continue teaching until the retirement age of sixty-five.

Faculty Emeriti. Faculty members who culminate their teaching career while at Wesleyan and officially retire due to age requirements will be elevated at an official ceremony to the status of Faculty Emeritus.

Faculty Emeriti will be provided an identification card, with all the rights and privileges to the use of campus facilities, programs and athletic events at no cost.

Faculty Emeriti who may be on a one year teaching appointment are not entitled to serve on Faculty Council or standing committees; however, he may participate in Faculty Assembly.

Office space and the facilities of the Service Center cannot be extended, unless designated a special project assignment endorsed by the College.

Termination of Employment

Termination of employment may be voluntary on the part of any faculty member at the end of a contract year upon submission of an official letter of resignation.

Termination may be prompted for cause, or financial exigency but only in accordance with the terms and conditions of the contractual arrangements between the College and the faculty member.

Termination when necessary will be in accordance with principles and regulations governing Academic Freedom and Tenure.

Identification Cards

Each faculty member should secure an official identification card when notified by the Personnel Office. You will also receive an individual ID card for each member of your family.

This identification card is essential for admission to all on-campus athletic events, College Bookstore "thirty-day charge" privileges, use of library books and facilities, the campus concerts, campus center programs, and some off-campus special reduced hotel rates where such privilege is extended.

V. CAMPUS SERVICES

Audio-Visual Media Center

Audio-Visual media services (materials, equipment, operator) for instructional and other campus purposes are provided primarily for improved instruction.

Report your needs (either in person or by telephone 8020) to the Audio-Visual Office, first floor of Haymond Hall, Monday through Friday, 8:30 a.m. to 5:30 p.m.

When requesting services from the Audio-Visual Media please give at least 24 hours notice prior to use. The Audio-Visual Media Center is prepared to serve most needs such as:

- A-V equipment and operators for instructional needs
- Assistance in the utilization and selection of instructional media for your classes
- Workshops in various areas for departmental or interested groups
- Students are welcome to use these facilities when they need to obtain materials for equipment for their classroom use (If materials are needed from the Center a requisition signed by the departmental chairperson is required)
- Consultation on various phases of media, materials, resources, information, previews, graphic production and purchasing

Equipment Repairs. We are now equipped to handle college audio visual equipment repairs. Please report any malfunctioning equipment to the office. Mr. Steve Keplinger handles service, repairing, installation, and maintenance of all A-V equipment, television, public address systems, intercoms, and two-way radio, etc.

Films. The A-V office is responsible for ordering all films that are used in classroom activities. Resource catalogues are available for all academic disciplines. All films needed during a semester should be ordered not later than one month in advance of the beginning of the semester.

In an emergency, film needs must have a minimum of three weeks lead time for ordering a film prior to date of showing. Films may be previewed in the A-V Complex prior to use in class. Preview time should be scheduled.

Retrieval System. A Retrieval System is available through this office and can be used as a supplement to classroom instruction. There are two numbers, 155 and 166. Each one of these numbers allows five students to listen at the same time. A telephone is also available at the Audio-Visual Office where off-campus students may listen to tapes.

If you plan to use retrieval, send or bring the tape that you wish to have prepared, and schedule the listening time.

Television Studio. The Television Studio is now located in Room 121, Haymond Hall. You may schedule the Television Facilities through the Audio-Visual office. We can also video tape programs from the stations carried on the cable system. Limited Remote Video taping is also possible.

Benedum Campus Community Center

The Benedum Campus Community Center offers recreational facilities for swimming, bowling, billiards, ping-pong, music listening, reading, TV viewing, conversation-over-coffee, a quick lunch. It is a place of recreation and relaxation, and work. The campus newspaper (Pharos) and yearbook (Murmurmontis) maintain offices in the Center. The Campus Center Program Board (CCPB) and Community Council also maintain offices in the Campus Center. It houses WVWC 88.9-FM Radio Station. The student operated Campus Center Program Board plans dances, lectures, film series, exhibits, concerts, and entertainment. The college bookstore provides for limited shopping. Discuss your needs with any of the staff persons in the Campus Center (8113).

The Campus Center Reservation Desk (second floor) supervises the campus switch board, reserves all campus facilities, prepares the "Quick" (announcement of campus events), maintains and regulates the master Activities Calendar, and provides the following special services:

Embosograf signs can be prepared and purchased at the Reservation Desk. Secure a purchase order first if it is to be charged to a college budget. The minimum charge is 50¢ with a wide variety of signs available.

Non-departmental "ditto" work can be done at the Campus Center for a minimal charge as schedule permits. Faculty, departmental organizations, and student teachers must have their duplicating work done at the Service Center.

Paging service within the building is available at the Campus Center. Call the Reservation Desk, giving instructions on the return call. It is not possible to have the person come to the telephone.

The procedures for scheduling campus facilities and making official reservations is outlined in Appendix D and can also be found in the current printed Student Handbook and Calendar. These procedures must be followed out of courtesy to all campus personnel and for the protection of the facility reserved for your program.

Exceptions to this reservation procedures apply to classrooms, the new Physical Education and Athletic Complex, and the residence hall lounges. Please check with the Registrar if you need a classroom; the Director of Athletics for the P.E. facility; and the Director of Housing concerning the residence halls.

The guidelines for the use of the Campus Center by you, your family, and college guests are as follows. Your cooperation and adherences to these policies is solicited.

1. The Center is for use, first, by students, employees, and their guests; out-of-town alumni, and those holding Courtesy Cards. Second, it is for use by the larger community on a scheduled basis, usually groups.
2. All regular users are to have identification cards. (see section on identification cards)
3. All cards are non-transferable.
4. A card must be presented whenever games, records, bikes, or other items are checked out; also when bowling, swimming, playing billiards, or table tennis.
5. A "SUB" card may be used in lieu of the regular card, no more than three times per semester.
6. Cards will not be accepted from, or given to, a child; the parent is to carry them.
7. Children and youth under 21 years of age are not permitted in the Center unless accompanied by an adult, in a supervised group, or holding a Junior Card.
8. Eligible children may be with a card-holding adult other than parents; unaccompanied children will be directed to leave the building.
9. Minimum age for swimming is six years; for billiards and bowling, nine years.
10. College personnel must be present with their children when checking in or out from swimming, using Game Room, etc., except that they may call the Reservation Desk ahead of time while working on campus.
11. A small child must have an adult with him in the pool area unless he can pass the swim test for Beginners (given by the lifeguard).
12. Eligible holders of identification cards (students, employees, etc.) may bring guests. You must accompany your guests at the Center.
13. Guest rates are:

Swimming	48¢ + 2¢ tax = 50¢ per period
Bowling	48¢ + 2¢ tax = 50¢ per line
Shoes	14¢ + 1¢ tax = 15¢ per paid
Billiards	58¢ + 2¢ tax = 60¢ per half hour
Ping-pong	19¢ + 1¢ tax = 20¢ per half hour

14. General Regulations applying to all:
    a. No smoking except where ashtrays are officially provided.
    b. No food or beverages allowed in the music room, reading room, bowling alleys, swimming pool area or bleachers. Food carried off third floor must be in take-out containers.
    c. Furniture is not to be moved except by prior arrangement at the Reservation Desk when reserving a facility. Caution: Tables on Terrace are not to be moved at any time.
    d. Building is to be cleared by closing time each evening.
    e. Dress is to be appropriate for "the living room of the campus", clean, complete, including shoes. Bathing suits are not to be worn outside of the pool area.
    f. General regulations of the College apply (dress, gambling, alcoholic beverages, etc.).

College Bookstore

The College Bookstore, located on the second floor of the Campus Center, will order all textbooks for your regularly scheduled classes, as well as supplemental books, certain laboratory supplies, and can purchase other instructional items.

All purchases at WVWC are centralized in the Purchasing Office; it is therefore necessary to complete a purchase requisition form--again, in consultation with your departmental chairperson who must affix his signature to the form. No purchases will be made without the properly completed requisition. This also applies to purchases at the College Bookstore.

Record the following information on the Textbook Requisition provided by the Bookstore: course number and name, author, edition or copyright, title, publisher of book, and estimated number of students expected in the class. The Bookstore personnel will make adjustments to reflect stock on hand at the time the order is placed with the supplier. List each class you are scheduled to teach, and indicate if no text is required. Sign the form, then submit it to your department chairperson for his information and approval. All the above information is required for compilation of an accurate and complete book list at the beginning of each semester.

Requests for complimentary copies of texts must be made to the publisher by the professor who wishes to examine the text. The Bookstore has forms available for this purpose, but cannot request the examination copies for you.

You may make arrangements with the Bookstore for a loan of the textbook if it is in stock and charge it to your account. The book must be returned within three weeks and in good condition to receive full credit.

The Bookstore is also a good place to browse for paperbacks, greeting cards, gifts, and other personal items. Charge account service is available, but all accounts must be paid in full within thirty days.

Chapel and Religious Center

The Wesley Chapel and Martin Religious Center provide facilities and programs to meet the spiritual needs of faculty and students.

A Sunday Worship service open to all is scheduled weekly during the regular academic year, with special programs during the year using outside speakers and contemporary themes. West Chapel is open twenty-four hours for meditation and reflection.

Both chapels are available for weddings with a nominal service rental fee. Details are available in the office of the Dean of the Chapel.

The Dean, Associate Dean of the Chapel, and the Campus Pastor, with offices in Martin Religious Center, are available to faculty as well as students for counseling.

Centrex Telephone Service

Normally each faculty member is provided with a telephone or shares a telephone with another colleague. Our Centrex system provides each residence hall room with a telephone, thus you need only dial the four digits listed in the directory (0123).

Off campus numbers require seven digits -- 472-0123, preceded by dialing 9 to get off campus.

Long distance in-state calls require dailing "9" - "1" and the seven digits. Out-of-state calls require dialing "9" - "1" (area code) and the seven digit number. Please check your Buckhannon directory for correct numbers.

The Campus Switchboard (main college number 473-7011) is located at the Reservation Desk, Campus Center, primarily for receipt of off-campus calls, as all do not have listings of on campus Centrex numbers.

The campus operators will assist you but they request you observe the following guidelines.

1. Look up your own numbers when possible.
2. Dial on-campus numbers yourself and when off-campus dial your number direct.
3. Ask for a directory if you do not have one.
4. Keep your most used college numbers with you when traveling to avoid delays and extra charge when you must call the campus when you are off campus.

College Post Office

The campus Post Office, located (first floor) of the Campus Center, is not a branch of the postal system, however it delivers college off-campus mail to the Buckhannon Post Office.

Full-time faculty members will be assigned a personal campus Post Office box number. Faculty members who are primarily administrators receive their mail at their offices, and do not have individual mail boxes.

On-campus mail must be enclosed in campus mail envelopes provided at the Service Center. Please, do not use letterhead stationery and envelopes for on-campus mail. Box numbers are listed in the College Directory. Please use the correct box number on all campus mail. Also, advise all correspondents of your box number if you have not as yet done so.

The Post Office procedures are as follows:

1. Window hours are 10:00 a.m. to 4:00 p.m., Monday through Friday. Saturday 10:00 a.m. to 1:00 p.m. (10:00 to 12:00 during the summer).
2. All outgoing college mail, if other than "First Class" must be marked; mail must be in separate bundles accordingly. Mark clearly with any special instruction.

3. Under no circumstances should mail intended for campus delivery be mixed in with outgoing mail; use CAMPUS MAIL envelopes!
4. All mail to be metered must be official college mail; please be certain that personal mail has proper postage before sending it to the Post Office.
5. With bulk mail to be metered, please interlock envelopes with flaps open.
6. Outgoing college mail to be metered must be in the Post Office by 2:45 p.m. Monday through Friday; the last regular dispatch is at 3:30 p.m.
7. Use the ZIP code number on your return address: Buckhannon - 26201
8. Packages which are too large to carry will be delivered to faculty; a signed receipt will be required.

Computer Center

Although the Computer Center, located in Christopher Hall, provides managerial services it is intended and encouraged to be used for academic, instructional, and research purposes.

Call or visit the Center and discuss your proposal with the Director of the Computer Center, who will advise you on procedures and time priorities.

Please check the institutional guidelines for questionnaire construction as discussed in the section entitled, "Testing and Institutional Research". Some faculty have found it beneficial to audit the computer class.

Development Office

One of the major responsibilities of the Development Office personnel is to explore and discover sources of funding for institutional programs and projects.

Resource materials are available regarding state and federal governmental funds, Foundation support, and individual sources for special projects.

Call or visit their office on College Avenue across from the library and discuss your proposals with the Director of Development.

The Alumni Office and its Director is also located at 66 College Avenue.

Health Center

The new Barnhart Memorial Health Center is staffed professionally and provides twenty-four hour emergency service primarily for students.

All college employees may, however, use the services of the Health Center personnel for first aid and emergency treatment while on duty at the college during the regular office hours (8:30 a.m. to 5:00 p.m.).

If medications are administered to an employee, a fee covering the actual cost will be charged by the Health Center. Extensive medication needs will be by prescription at the expense to the employee.

The services of the Health Center cannot be extended to members of the employees family except in case of accident while on campus at which time emergency service could be administered.

Learning Center

The Learning Center is designed to serve the entire campus community in a variety of ways. A primary function is to assist students in improving their reading, writing, listening and study skills. This is done through validated techniques in analyzing student's potential and individualized laboratory programs and counseling services. The Center recognizes and employs psychological learning theories and commits its program to the improvement of individual learning.

The staff of the Learning Center is an integral part of the Counseling Service and works closely with Wesleyan's Testing and Evaluation Services to provide a place for administering a variety of tests including vocational guidance inventories. They genuinely strive to meet a wide range of student needs and to provide an atmosphere of warmth and concern for students.

Services.

Any student may choose to come to the center.

The following services are available:

Reading and Study Development Course - The reading and study development course at West Virginia Wesleyan is designed to help students improve their reading, listening and study skills. Emphasis will be given to improve comprehension, speed, vocabulary, study skills, and flexibility in reading. Practice in reading in most academic subjects will be given. Students may register during regular registration time. 2 credit hours (may be elected for non-credit).

Laboratory Practicum - An individualized laboratory experience designed to allow each student to strengthen reading, writing or study skills. Prerequisites: reading and study development course and recommendation from the Director of the Learning Center. One hour credit.

Individual laboratory programs in English, reading and study skills, and specific programs to prepare students for acceptance to graduate school.

Counseling Service - Staff members will counsel students in test-taking procedures, other study skills, reading or writing problems.

Testing Services - Students may be referred, or choose to come, to the Center for reading tests, writing tests, study skill inventories, or study skills tests. Students may choose to participate in groups dealing with text anxiety given by the staff psychologist.

Tutoring Service - The Center will act as a clearing house and refer students to departments for tutoring. There will also be tutors available in the Center, and the facilities of the Center may be utilized by any department for tutoring. Information about tutoring may be obtained by calling or coming to the Center. Workshop training for student tutors will be conducted.

Filmstrip and Transparency Service - Faculty members who wish to have students see particular filmstrips or transparencies may leave them at the Center. Filmstrip viewers are available. The Center also has filmstrips dealing with test-taking and other study skills which may be helpful to the student.

Other Course Related Services - Professors desiring to help students develop vocabulary for their specific course may send terms which can be programmed into one of the Learning Center machines.

Vocational Services - The Strong Vocational Interest Blank may be taken in the Center. This is an inventory which compares the interests of the student with the interests of those who are successfully employed in various occupations. Counseling is given and information is sent to the Counseling Office and the student's advisor.

Procedures.

Registration for Courses

Any student may register for the Reading and Study Development Course. It is developmental, not remedial, in nature and designed to help both weak and able students. It is highly individualized to meet individual interests and needs. A faculty advisor might be particularly interested in advising the following types of students to take the course: (1) a student who is weak in study habits, (2) a student who wants to develop further any of the basic reading skills, (3) a slow reader, (4) a student ready for graduate school who wants work in rate, vocabulary or to work on LSAT, Miller Analogy, etc.

The course may be taken with credit or without credit (no audit fee). It is recommended that only superior students elect to take it without credit. The work load is sufficiently heavy to make it a burden for average or weak students to take the course in addition to a full load.

The Lab Practicum is designed for students who have previously participated in the Reading and Study Development Course but need additional work.

Individual Laboratory Programs, Counseling or Testing Service

Professors can recommend persons anytime for work in the laboratory, counseling or testing. Either suggest that the person go to the Center (Haymond Hall 202), or the professor may call Mrs. Coston or Mrs. Burgess. A note offering the services of the Center will be sent to the student.

Tutoring Services

A list of available tutors will be kept in the Learning Center, Counseling Office and in the dorms. It will be sent by request to any faculty member or student. Learning Center student assistants and faculty assistants from a variety of departments will act as tutors. A training workshop for tutors will be held each year. Professors from any academic discipline will be welcome to participate in the tutoring training or evaluation sessions. Faculty members may recommend to a student to go to the Center or to a particular department for tutoring or the professor may call or send a memo to the Center about a particular student. Tutors

and those tutored will be given an opportunity to evaluate the effectiveness of the program.

Filmstrip and Transparency Viewing Service

Since we are open most evenings, it is convenient for many students to use the laboratory for viewing filmstrips or transparencies which are assigned to a class. A faculty member should bring or send the material to the Center. Several days should be allowed for the assignment to give ample time for all to use the facilities. Individual fimlstrip viewers are available. In addition, groups of students can view material together during the evening hours.

Other course Related Services

Programs existing in the Center may be assigned by any professor as class work. Professors wishing to have terms programmed into the Language Master may send a list to the Center.

The facilities of the Center are available to faculty. Demonstration or discussion of material is available upon request.

Vocational Services

The Strong Vocational Interest Blank may be taken by any student. Students may request it on their own, or they may be referred by Dr. McIntire or other faculty members. Students are individually counseled concerning the results of the inventory. This information is automatically given to the student. With the student's consent, a summary of results is sent to the Counseling Office and to the student's advisor. A student may request that a copy be sent to any other faculty member who is counseling him.

Library Procedures

Faculty members may charge out library materials for an indefinite period. However, the materials are to be returned at the end of each semester, and those needed for a longer period may be renewed.

Procedures for placing books on Reserve may be obtained by calling the Circulation Desk (7073) or the Librarian's Office (8059).

The Check Post is designed to deter Library theft. It is located at the exit of the building. All faculty members are requested to comply with the check post rules in the same manner as students.

Ordering Library materials is done through the individual department. The Chairperson of the Department must approve all order cards before the Library can purchase and catalogue the books after the proper requisition has been endorsed by the Purchasing Office. Book order cards are available in the Librarian's Office.

All requests for use of Library rooms for special meetings and conferences are made through the Librarian's Office.

Physical Education and Athletic Complex

The new $3.5 million Physical Education and Athletic Complex provides recreational opportunities for all members of the Campus Community. Faculty are already active in the intramural program and are encouraged to use the complex when schedule and time permits.

The purpose of the Physical Education and Athletic Complex is to provide an enriched and expanded opportunity for the entire campus to achieve more fully the fundamental objectives of the college.

The complex is an integral part of the total institution as is any other college facility. As such, its operation shall be parallel to, and compatible with, the operation of all other college programs.

The complex is to provide academic facilities for the Department of Physical Education, the Intercollegiate Athletic program and the expanded Intramural programs. It will also provide facilities for recreational activities for the entire campus and be a facility for appropriate special functions.

General Regulations.

1. To insure maximum use of the complex, safety of personnel and security of equipment, the complex will be used only when an authorized supervisor is present.
2. All regularly scheduled classes, athletic events and intramural activities will take precedence over any other event within the complex. Only a major all-campus event (i.e., Commencement) would supersede this policy.
3. All other requests for the use of the complex by individuals of groups (campus organizations), except those noted above, must be made through the Director of Athletics' office.
4. Times for general recreation will be posted and emphasis will be placed on maximum use of the complex by the entire campus.
5. All activity areas and physical facilities (courts, classrooms, saunas and training rooms) must be reserved in the main lobby office.
6. I.D. Cards must be presented and retained by the equipment room staff whenever equipment is issued for recreational activities.
7. Only cleaned gym shoes will be permitted on open wood floors (i.e., gym floors, handball courts, etc.).
8. Handball, paddleball and squash equipment only will be permitted in handball courts.
9. Food and beverages will not be permitted in any activity area. Exceptions include lounges, conference rooms and the main lobby, during athletic events.
10. Smoking will be permitted in the main lobby, lounges and conference rooms only.

Physical Plant Services

The physical plant and custodial personnel have a magnanimous assignment

and are responsible for the maintenance and up keep of all campus facilities and grounds. You can help by using these minimal guidelines.

Custodial personnel will clean your office and the classrooms (replacing light bulbs, etc.) on a routine basis. Contact the custodial superintendent should a need or a problem develop.

Minimal repairs and assistance can be provided by some of the male custodial persons. Routine minor repairs can be completed by telephoning the office of the Director of the Physical Plant, located on Camden Avenue.

Major repairs, when needed require a job order, inspection of the proposed job, a cost estimate determined by the Director. Also, a priority need must be determined based on other campus needs, and the job authorized prior to any changes.

You are not at liberty to request items of service from the foreman of other physical plant personnel, except through the Superintendent and Director.

Public Information and Publications

The Public Information office is prepared to provide both institutional and individual publicity to improve the image of the college. Too often major activities occur and programs are planned which receive little attention either on or off campus. With your help this can be avoided, and Wesleyan will be better for your efforts.

Newsworthy items should be sent or telephoned to the Director of Public Information, preferably before the event.

This office can provide "photo" coverage with reasonable advance notice.

This office is also responsible for all college publications. The Director will assist with editing, layout, and the printing of materials, off campus printing bids and appropriate requisition must be cleared through proper channels.

Some types of offset printing can be done on campus but it must be cleared with the Director.

Please review your publication needs with the Director.

Purchasing Department

The purchasing office is available to assist you in the purchasing of necessary supplies which are not available on campus either in the Service Center or the College Bookstore.

All college purchases are centralized in the Purchasing Office, Administration Building. It is absolutely essential that a purchase requisition form be completed and signed by the chairperson of the department, or the

administrative office responsible. No purchases will be made without the properly completed requisition and authorization. Any purchase made without a requisition and authorization will become the fiscal responsibility of the purchaser.

The Director of Purchasing has resource materials and can be of assistance in the selection of non-expendible supplies.

Library books are ordered through the same procedures, however, the Purchasing Office forwards authorized book orders to the Librarian for cataloging purposes.

"QUICK"

The Campus Center prepares "Quick", an on campus information news sheet listing events and activities. You should read the "Quick" as on occasion it carries "instructions" to the faculty and students.

Complete the "Quick" form, secured at the Reservation Desk, in detail. Announcements must be received by 3:00 p.m. the previous day of issue. "Quick" will be in your mail box on Monday, Wednesday, and Friday.

Prior to placing an announcement in "Quick", the master Calendar must be checked for possible conflict and the desired facility officially reserved.

Radio

WVWC 88.9-FM is a 14,000 watt, professionally staffed public radio station attempting to provide alternative programming for the variety of audiences potentially available in over half of West Virginia. The station is part of the colleges continuing commitment to and participation in the West Virginia community. Because of the special nature of WVWC's programming, faculty may wish to integrate broadcasts of hearings, symposia, concerts, documentaries, lectures, etc. into their courses. To facilitate usage, Program Advisories are mailed by-weekly to each faculty member.

Tape copies of some programs can be made dependent upon sufficient (72 hours prior to airing) notice, equipment availability, and the ascertainment of copyright clearance. Where possible, audio tape should be secured in advance by the faculty member from the Audio Visual Center. Otherwise, WVWC will forward a program copy to the center for duplication.

Inquiries can be phoned or mailed to the Director of Broadcasting.

Safety Information and Campus Security

The safety and the security of persons are the responsibility of everyone on the Campus Community, but the campus Security Personnel have these matters as a primary responsibility.

Faculty members are provided with a key to their office and the building in which it is located. NO KEYS SHOULD BE GIVEN TO STUDENT ASSISTANTS OR ANY STUDENT, as it is unfair to charge them with this responsibility.

Each campus building has a designated supervisor who can be of assistance.

All buildings are locked according to the closing schedule provided the campus security. Know when your building is locked and don't forget your key.

The State Fire Marshal requires periodic fire drills and it is imperative that all members of the college community cooperate when drills are performed under the direction of Campus Security.

Parking stickers are available from the Safety Director, located on the second floor of the Administration Annex. Charge is $2.50 for the first car and $1.00 for the second. Stickers are required in order to park in designated campus lots between 7:30 a.m. and 5:00 p.m. week days.

All employees are required to adhere to campus traffic regulations and satisfy fines for violations.

SAGA Food Service

Sage Food Service, a catering company, is employed on a contractual basis by the college. They are responsible for both dining rooms and the snack bar as well as the catering of special campus or non-campus functions.

The Food Service Director and staff are available for consultation and their offices are located in Jenkins Hall.

These guidelines of procedure are for your convenience and service.

Check the availability of a dining room with the Reservationist in the Jenkins Dining Hall office at the earliest possible date. This should be completed prior to discussing food arrangements.

If food service is requested at the Campus Center room availability should be cleared at the Reservation Desk at the Campus Center prior to food service arrangements.

After you have a room available, plan your menu, price, special needs, table arrangements, head table counts, and particulars with the Food Service Director.

If the charges are to be paid by the college, you must take the food service order form, with price and details, to the Purchasing Office for an approved purchase order.

Return the food service order and white copy of the purchase order

to food service Reservationist 72 hours prior to your event and give a guaranteed count of your function.

Close coordination with the Food Service Director will help in making your function a successful one.

Your charges will be invoiced:
(a) To College Bursar for budget payment.
(b) Direct to individual for non-budgeted event.

The above procedure applies to all meals, teas, receptions, picnics, and parties. Saga provides all food served on campus.

You may take a guest to either of the dining rooms, Jenkins or McCuskey, and the individual meal charge will be accepted at the door.

Service Center

The Service Center, located in the Administration building, will provide the following services to the faculty, departmental organizations, and student teachers.

Dictation via (Telecord) the Dictaphone Dial Telephone System (Dial 133). Secure a copy of "Dictation Procedure for Dictaphone Dial" from the Director of the Service Center. All you need do is pick up your finished letters in the Center or give instructions that they be signed and mailed.

Xeroxing, offset press services, are available (no "ditto" or mimeographing). You may xerox up to five copies, if more are needed it must be completed by a member of the Service Center Staff.

Routine office supplies are available and will be charged to your departmental budget.

Limited typing can be provided.

Examinations prepared by the Service Center can be retained in the safe for security purposes.

The Center can better serve you during regular office hours if you will permit them twenty-four hour advanced notice of your needs.

Student Personnel Center

A professional staff is available for your assistance in the counseling of students for academic, personal, social, and professional advising.

The Student Personnel Center through the Dean of Students and the Associate Deans are responsible for financial aid, residence hall programming, Veterans, workships (including faculty assistance), health center, campus safety and security, campus organizations, and general student conduct and decorum.

The Director of Counseling and Placement, the Staff Psychologist, and the Personnel Deans located in the Center invite you to visit the office located on the ground floor of Agnes Howard Hall.

Testing and Institutional Research

The College is an official center for national testing programs. This office provides advisors, counselors, instructors, and students with reliable data and information regarding the students' individual abilities, aptitudes, achievement, significant personality traits, and vocational interests.

You should visit or telephone the Director's office in Middleton Hall for detailed information regarding testing programs.

The Director of Testing is also responsible for Institutional Research. All Institutional Research is correlated through this office with the utilization of the Computer Center Director, when applicable.

The Director of Institutional Research serves as a consultant in the preparation of all student and faculty questionnaires. Please prepare a sample copy of your proposed questionnaire and give the Director adequate lead time for suggested improvements prior to the final preparation and distribution of any questionnaire.

All off-campus and non-college surveys via the questionnaires must have proper clearance and authorization by the outside agency, as well as the institution.

APPENDIX A

FACULTY DEVELOPMENT AND EVALUATION

The present plan provides for periodic review of faculty members in a variety of areas of professional performance and competence. The emphasis is developmental. The success of the plan depends upon faculty imagination, initiative, and commitment to good teaching; upon student cooperation; and upon administrative tact, support, and alertness. In view of the scarcity of reliable data for measuring professional growth and making informed judgments about advancement, the plan proposes that the evaluation committee make use of multiple sources of data from the faculty member, his peers, and his students.

I. Rationale.

II. Faculty programs for intellectual stimulus and development.

III. Types and sources of data for the comprehensive evaluation.

IV. Areas of evaluation.

V. The evaluation committee.

VI. Evaluation of faculty members at various career stages.

VII. Policy on salary administration and promotion.

VIII. Implementation.

Chart of periodic comprehensive evaluations.

I. Rationale.

A. It is necessary to consider faculty development and evaluation together. (Career development presupposes some kind of evaluation to identify weaknesses to be corrected and strengths to be exploited. Also, the same supervisory personnel--Dean, Department Chairperson, etc.--are involved necessarily in both development and evaluation.)

B. Evaluation goes on anyway (student grapevine, student complaints, rumors that circulate among faculty, etc.); the only question is whether evaluation will take place professionally, on a sufficiently broad base, and with faculty participation in formulating policy and procedures.

C. Professional development is a reasonable expectation for both tenured and non-tenured faculty members.

D. Ample warning of deficiency is needed, with time for professional growth, and with the college as a partner in the removal of deficiency.

E. In our kind of institution it is important to create interest in good teaching, to identify good teaching, and to reward good teaching (through increments, promotion, and tenure.)

F. An effective program of faculty development requires institutional support of programs such as sabbatical leaves for the encouragement of research, the preparation of new courses, and the development of competencies.

G. The need exists for a consistent program to be applied throughout all departments of the college.

II. Faculty programs for intellectual stimulus and development. Possibilities include:

A. Seminars on college teaching for new faculty. (See VI--A,B.)

B. Faculty forum.

C. Special seminars on:
1. Skills in teaching.
2. Problems in testing and grading.
3. Teaching the disadvantaged. Honors students.
4. Counseling today's students.

D. Departmental lectures (such as the Lufburrow Lecture).

E. Travel seminars.

III. Types and sources of data for the comprehensive evaluation. (The evaluation subject will normally wish to develop as broad a base of data as possible for use by the evaluation committee.)

A. From the evaluation subject:
1. A description of professional activities during the preceding two-/three-year period (experimentation in teaching methods and course design; formal study; status of degree candidacy, where

appropriate; self-directed study; creative projects; professional leadership; research; publication.)
2. Self-estimate of professional strengths and weaknesses.
3. A plan for professional development for the ensuing two-/three-year period.
4. Evidence of intellectual interests outside his own field.
5. Student progress, where it is identifiable, is a highly significant factor in evaluation.
6. Other data (e.g., textbook materials; exams; syllabi; grading curves.)
7. Report on participation in community activities.

B. From the subject's peers(of his own choosing):
1. Evaluation of his professional activities (and especially of a field of competence) by as many as three individuals outside the institution.
2 Evaluation of relevant areas (see IV. below) by as many as three colleagues within the institution.

C. From the department chairperson (or Dean): annual evaluations; and a comprehensive review bi-/triennially.

D. From the subject's students (on the basis of an on-going program to be administered by an independent office, e.g. Director of Evaluation Services):
1. Evaluation of teaching: annually; bi-/triennially.
2. Course evaluations: at appropriate intervals.

E. From alumni, especially through questionnaires for evaluation of curriculum and teaching. (Some departments are already doing this; others may want to consider doing so.)

IV. Areas of evaluation.

A. Quality of teaching (command of subject matter, ability to communicate, power to arouse interest, willingness to listen to others, skill at organization, breadth of interests, respect for students, and fairness).

B. Professional competence, including continuing professional development; keeping up to date in one's special academic discipline; activities in professional societies; research; publication.

C. Intellectual breadth, including wide reading and possible competence in areas outside the field of academic specialization.

D. Effectiveness of advising and other individual work with students.

E. Other forms of educational leadership (e.g., ideas, programs, committee work, and initiatives or influences toward the achievement of the overall educational aims of the institution).

V. The evaluation committee.

A. An ad hoc evaluation committee shall make a comprehensive evaluation of every faculty member at two or three year intervals.

B. Membership of the committee (normally including a member of the subject's department):
1. The Academic Dean, or his delegate.
2. A faculty colleague chosen by the evaluation subject.
3. A third person, to be mutually agreed on by the Dean and the evaluation subject. He will be the chairman of the ad hoc committee. (This person may, in some cases, be the department chairperson.)

C. Evaluation procedure. The committee shall:
1. Work out with the subject the sources of data to be used and the type(s) of evaluation to be employed. (See III. above.)
2. Interpret the data and reach a judgment on the respective areas of evaluation. (See IV. above.)
3. Formulate an overall rating of Good, Satisfactory, or Unsatisfactory.
4. Make recommendations for professional growth (which directions/areas.)
5. Review the evaluation report with the evaluation subject, who shall have opportunity to respond with objections or exceptions to the report, which objections or exceptions shall become a part of the final report.

D. Only two copies of the final evaluation report shall be made, one of which shall go to the evaluation subject, the other, to the permanent personnel file in the office of the Academic Dean.

VI. Evaluation of faculty members at various career stages.

A. Evaluation of the initial appointee without previous full-time teaching experience.
1. The faculty member shall be expected to submit a plan for professional development (worked out in consultation with the department chairperson) early in the first semester of his appointment, and the college shall propose measures by which it can support him in the successful completion of his plan. (Plans are to be reviewed/revised at the end of the first year.)
2. He shall be invited to participate for two years in an informal seminar with emphasis on college teaching organized by and for all initial appointees.
3. Annually: (a) Evaluations by department chairperson or Dean; (b) Student input from course evaluations or evaluation of teaching.
4. He shall receive a comprehensive biennial evaluation during the second semester of his second year of teaching.

a. In the event of a biennial rating of Satisfactory or Good, he shall be eligible for a two-year probationary appointment.
b. In the event of an Unsatisfactory biennial evaluation, the college may:
(i) Give notice that the contract for his third year is a terminal one; or
(ii) reappoint him on an annual basis if there is an agreement between the subject and the college to a plan for meeting the deficiencies disclosed by the biennial evaluation.

5. He shall receive another comprehensive biennial evaluation during the second semester of his fourth year of teaching.
a. A rating of Satisfactory or Good is necessary if he is to receive favorable consideration for tenure.
b. In the event of an Unsatisfactory biennial evaluation, the college may:
(i) Give notice (especially if the first biennial was Unsatisfactory) that the contract for his fifth year of teaching is a terminal one.
(ii) Provide opportunity (especially if the first biennial was Satisfactory) for a supplementary evaluation during the second semester of his fifth year of teaching, with the express understanding that if this supplementary evaluation is rated Unsatisfactory the college may then give notice that the contract for his sixth year of teaching is a terminal one.

B. Evaluation of the initial appointee with previous full-time teaching experience.
1. The faculty member shall be expected to submit a plan for professional development (worked out in consultation with the department chairperson) early in the first semester of his appointment, and the college shall propose measures by which it can support him in the successful completion of his plan. (Plans are to be reviewed/revised at the end of the first year.)
2. He shall be invited to participate for one year in an informal seminar with emphasis on college teaching organized by and for all initial appointees.
3. Annually: (a) Evaluations by department chairperson or Dean; (b) Student input from course evaluations or evaluation of teaching.
4. He shall receive a comprehensive biennial evaluation during the first semester of his second year of teaching.
a. A rating of Satisfactory or Good is necessary if he is to receive favorable consideration for tenure.
b. In the event of an Unsatisfactory rating, the college may:
(i) Give notice that the contract for his third year of teaching is a terminal one; or
(ii) Provide opportunity for a supplementary evaluation during the second semester of his third year (fourth year*) of

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* Alternate years are indicated for those with only one previous year of teaching experience and who therefore have a five-year period of probation.

teaching, with the express understanding that if this supplementary evaluation is rated Unsatisfactory the college may then give notice that the contract for his fourth year (fifth year*) of teaching is a terminal one.

C. Evaluation of the tenured faculty member.
   1. Annually: (a) Evaluations by department chairperson or Dean; (b) Student input from course evaluations or evaluation of teaching; such evaluations may be at less frequent intervals, but in any case at least once before the comprehensive evaluation.
   2. He shall receive a comprehensive evaluation every three years.
   3. A rating of Satisfactory or Good is expected of all tenured faculty.
   4. The rating of Unsatisfactory on a triennial evaluation shall lead to certain remedial measures: (a) The evaluation subject shall propose a plan to meet his deficiencies during the ensuing triennium; (b) The college shall propose measures by which it can support the subject in the successful completion of his plan; and (c) The plan/measures shall be reviewed/revised annually.

D. Evaluation of the department chairperson.
   1. In general, the department chairperson would be evaluated in the same way as other faculty members; e.g., types and sources of data; areas of evaluation; the evaluation committee; frequency of evaluation and other procedures appropriate to the length of service.
   2. In particular, the evaluation of the department chairman would also include:
      a. Under III--C, an evaluation from the Dean, as well as from his peers (III--B).
      b. Under IV, an additional area of evaluation, i.e. Administrative Competence, including ability to interpret and implement policies and procedures from the administration, to represent the concerns and interests of department members to the administration, and to function effectively as personnel supervisor with responsibility for development and evaluation.
      c. Under V--B, the evaluation committee shall always include the Dean.

VII. Policy on salary administration and promotions.

A. Standard base salaries should be established for all academic ranks. (Existing inequities should be speedily remedied.)

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*Alternate years are indicated for those with only one previous year of teaching experience and who therefore have a five-year period of probation.

B. Across-the-board increments of annual salary over the base rate should be considered for those faculty members receiving a rating of Satisfactory or Good on their bi-/triennial evaluations.

C. Merit increases should be considered for those faculty members receiving a rating of Good (more than adequate) on their bi-/triennial evaluations. (There should be no attempt to make further differentiations among those whose performances are rated as Good.)

D. A rating of Satisfactory is necessary for consideration for promotion in rank. Minimum time requirements in consideration for promotion may be favored only with a rating of Good.

VIII. Implementation.

A. Initially all faculty members will be asked to submit a plan for professional development and will be invited to participate in an informal seminar on college teaching.

B. It is proposed to use 1972-73 for a trial year, at the end of which there shall be a careful review of the plan. Initial evaluations (the equivalent of a bi-/triennial evaluation) will be conducted as requested for new faculty (1970-71, 1971-72), those who will become eligible for tenure (December 15, 1972 and 1973), potential problem areas as identified by a department chairperson or the Dean, and others on a first-come, first-served basis.

C. The target date for full implementation of the plan is 1973-74.

Adopted 3-14-72

APPENDIX B

Regulations Governing
ACADEMIC FREEDOM
and
ACADEMIC TENURE

I

STATEMENT OF PRINCIPLES ON ACADEMIC FREEDOM

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession, and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he is not an institutional spokesman.

II

STATEMENT OF PRINCIPLES ON ACADEMIC TENURE

After the expiration of a probationary period teachers or investigators should have permanent or continuous tenure, and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

The precise terms and conditions of every appointment should be stated in writing on the contract and be in the possession of both institution and teacher before the appointment is consummated.

Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed six years, including within this period full-time service in all institutions of higher education but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years in accordance with AAUP maximum. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

Terminations for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least four months from the date of notification of dismissal whether or not they are continued in their duties at the institution.

Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

The privilege of academic tenure does not extend to administrative officers of West Virginia Wesleyan College. However, appointment to an administrative position or the loss of the same will not deprive a person of tenure in the highest instructional rank in which he has served prior to or during this appointment to such office.

On matters relating to the termination of appointment by the faculty member, termination of appointments by the institution, dismissal procedures, suspensions, and academic freedom, the 1973 Recommended Institutional Regulations on Academic Freedom and Tenure of the American

Association of University Professors provide procedural guidelines pending formal discussion and approval of regulations by the parties concerned.

The foregoing regulations governing academic freedom and academic tenure are in accordance with the By-Laws of the Board of Trustees of West Virginia Wesleyan College Revised October 1973 and the procedural guidelines of the 1973 Recommended Institutional Regulations on Academic Freedom and Tenure of the American Association of University Professors.

APPENDIX C

PROPOSAL FOR A LEAVE AND ASSISTANCE PROGRAM

At West Virginia Wesleyan College the Leave and Assistance Program is an integral part of the Plan for Faculty Development and Evaluation, as approved by the faculty assembly. Such a program is one of the most important means by which a faculty member's teaching effectiveness may be enhanced, his scholarly usefulness enlarged, and the College's academic program strengthened and developed.

The program provides opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel.

General Considerations

1. This leave and Assistance Program is not regarded as deferred compensation to which a faculty member is entitled automatically, as he/she is to certain fringe benefits. Such a program is a privilege and not a right with awards granted primarily which will benefit the college.
2. Flexibility is desirable in the administration of this program. Needs, interests, and assignments of instructors change; the needs of the College may change as the clientele change or as new programs are instituted. The proportion of tenured faculty may change, as may the proportion of faculty needing to complete a terminal degree.
3. This program must be carefully articulated with the various aspects of the Plan for Faculty Development and Evaluation.
4. The number, frequency, and type of grants under this program will depend upon the needs of the instructor and of the institution, as

well as upon the resources available. Available resources, however, should be administered in such a manner as to balance the opportunity for professional development among and within different academic fields. It is recommended that during any one academic year no more than 5% of the faculty shall be on sabbatical leave and no more than 3% on developmental assistance with compensation and no more than 3% on leave without compensation.

5. Ordinarily, support for faculty development will take one of three forms:

   a. Sabbatical leave - a leave of absence which is designed to enhance the professional growth of a faculty member.[1] This does not include work towards a terminal degree. A sabbatical leave may be used for example, to gather material for a book, a publication, or to write these, to provide time for creative endeavours - series of paintings, sculptures, etc. The normal deadline for the receiving of proposals for sabbatical leaves by the Dean of the Faculty is November 15 preceding the academic year during which the leave is to occur. Proposals for sabbatical leaves will normally be considered on the basis of a year's[2] leave after seven contract years at two thirds of basic salary or one semester's leave at full salary. After three contract years a semester's leave at two thirds basic

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[1] A faculty member is defined by the Faculty Constitution.

[2] A year is defined as one academic year consisting of two semesters and one free term. A semester is defined as a regular academic term covering a period of 14 weeks. Summer sessions and free terms can not be equated with a semester.

salary would be considered. This means that a faculty member becomes eligible for leave with salary at these times, but is not guaranteed such a leave. After a sabbatical is granted the waiting period begins again for further eligibility. Previous eligibility is not cumulative. For a faculty member on sabbatical leave at two thirds salary certain fringe benefits shall continue including hospitalization, major medical and tuition waiver; other fringe benefits are prorated.

b. Developmental assistance - may take the form of stipends for summer study or research; leaves during free term; adjusted or reduced teaching loads; financial assistance for work toward a terminal degree; low interest loans; or a combination of these. The normal deadline for the receiving of proposals for developmental assistance by the Dean of the Faculty is February 15 preceding the academic year during which the assistance is to occur. Fringe benefits for a faculty member on a developmental assistance program cannot be guaranteed.

c. Leaves without compensation - the normal deadline for the receiving of proposals for leaves without compensation by the Dean of the Faculty is November 15 preceding the academic year during which the leave is to occur. Normally, for a faculty member on leave without compensation, the Retirement Annuity Insurance and Collective Life Insurance benefits are discontinued for the leave period. A faculty member may elect to keep his hospitalization and major medical benefits in force by paying both the college's portion and his/her portion of

the monthly premiums for the duration of the leave period. A faculty member on leave is not eligible for total disability insurance benefits or for tuition waiver.

Procedures

1. Proposals for leave or assistance should origirate with the instructor in connection with his/her bi-/triennal plan for professional development (III - A - 3 of Faculty Development and Evaluation Plan), but proposals may come from the department chairperson, Dean, or evaluation committee (V - C) as well.
2. A proposal is normally subject to the approval of both the college administration and the Professional Affairs Committee of faculty, and it should take into consideration the faculty member's most recent evaluation. The proposals, which shall be in writing, should include such advance plans as are likely to assure productive results. A clear statement of plans is especially important in proposals for developmental assistance, which are based on need rather than a stated proportion of the faculty member's salary.
3. A report and evaluation of the activities undertaken within this program should usually be made to the faculty member's department and to the Dean, but would also be included in his/her description of professional activities in III - A - I of the evaluation plan.
4. Recipients of leaves or assistance shall be obligated to return to the college for further service of one year subsequent to the leave. Each applicant for a sabbatical leave or a developmental assistance program must sign an agreement to return to West Virginia Wesleyan College or to repay all monies received while on such a leave.

Exceptions to this may be made by the college in extenuating circumstances.

5. Leaves for public or private service outside the institution, for illness, recovery of health, maternity and other personal reasons lie outside the scope of this program; provisions for such leaves will need to be negotiated between the faculty member and the administration.
6. Leaves of one academic year duration or longer shall not count as part of the probationary period for nontenured faculty members.
7. Upon adoption of this proposal for a leave and assistance program all programs heretofore in effect concerning sabbatical leaves and assistance programs become null and void.

APPENDIX D

FACILITY RESERVATION AND SCHEDULING PROCEDURES

*All scheduling of unassigned facilities is done at the Reservation Desk, 2nd Floor, Campus Center; call 8111, Monday-Friday, 8:30 a.m. to 4:30 p.m. The responsible person is Mrs. Stutler, Assistant to the Director of the Campus Center; the Reservation Secretary on duty is Mrs. Slaughter.

1. Any use of any College Facility or special service must be reserved in advance by the responsible person or group.
2. A meeting notice will not be printed in QUICK unless the facility has been reserved.
3. Inquiries may be made by phone, but all reservations must be in writing on a form provided.
4. All requests should be made at least 24 hours in advance.
5. A "hold" must be renewed weekly; this does not reserve the facility.
6. A date on the Campus Events Calendar does not reserve automatically any facility.
7. Major events on the calendar cannot be changed.
8. Instructional groups (classes, seminars, discussion groups) are not permitted to use any part of the Campus Center (except for swimming and bowling classes).

Building Code

A	Atkinson Auditorium, Lynch-Raine Administration Building
CC	Benedum Campus Community Center
CA	Camden Hall
C	Christopher Hall of Science (Hyma Auditorium)
G	Gymnasium
H	Haymond Hall
L	Loar Auditorium
M	Middleton
PL	Annie Merner Pfeiffer Library
R	Martin Religious Center
W	Wesley Chapel

Activities Room, Benedum Campus Center	Reservation Desk*
Atkinson Auditorium	Mr. Moeller, 2nd floor, Ad. Building Call 8037, Monday-Friday, 1-5 p.m.
Audio-Visual Services	A-V Services in Haymond Hall Call 8020, Monday-Friday, 8:30 a.m.-5:00 p.m.
Campus Center Facilities	Reservation Desk*
Chambers Lounge, Religious Center	" "
Classrooms, assignment of	Registrar
Classrooms, non-academic use	Reservation Desk*
Coffee Shop Lounge, Benedum Campus Center	" "

Coffee Shop Wing, Benedum Campus Center	Reservation Desk*
Conference Room, Benedum Campus Center	" "
Dining Rooms	(See Food Service)
Examination Rooms	Registrar
Faculty Offices	V-P for Academic Affairs
Food Service	Food Service Office in Jenkins Hall Call 7194, Monday-Friday, 9a.m.- 4 p.m.
Gymnasium	Administrative Assistant Call , Monday-Friday, 8:30 a.m.- 5:00 p.m.
Hyma Auditorium (C112) Christopher Hall of Science	Reservation Desk*
Kresge Hall (R102), Martin Religious Center	" "
Loar Auditorium Loar Memorial Building	Dr. Loftis, 2nd floor, Loar Building Call 8051, Monday-Friday, 1-4 p.m.
Loar Memorial Room	(as above)
Middleton Hall	Reservation Desk*
Narthex Lounge, Martin Religious Center	" "
Religious Activities Room (R208) Martin Religious Center	" "
Seminar Rooms-Christopher Hall of Science (C120 & C204)	" "
Middleton (M25 and M211)	" "
Martin Religious Center (R103)	" "
Social Hall, Benedum Campus Center	" "
Swimming Pool, Benedum Campus Center	" "
Terrace, Benedum Campus Center	" "
Trustees' Room (Clyde O. Law Memorial Room) Martin Religious Center	" "
Wesley Chapel	Mrs. Summers, Chaplain's Office Call 8112, Monday-Friday, 8:30 a.m. - 5:00 p.m.
West Meditation Chapel, Martin Religious Center	(as above)